



**GÜZEL ENERJİ AKARYAKIT A.Ş.  
GEBZE FUEL TERMINAL  
DANGEROUS GOODS HANDLING GUIDE**



PREPARATION DATE: 06.06.2022

**FACILITY  
AUTHORITY**

İbrahim GÖRMEZ  
Facility Manager

**GÜZEL ENERJİ AKARYAKIT A.Ş.**  
Oyak Dragoş Plaza Seyit Nihi Tuğay Yolu Cd.  
No:10 Kat:17-18-19/20  
Maltepe / İSTANBUL  
Büyük Mükellefler V.D.: 858 004 4395

REVISION PAGE

Desk No.	Revision No.	Revision Content	Revision Date	Revision by the doer	
				First Name	signature
1	1	The company logo has been changed.	14.03.2023	Mustafa YETİM	
2	2	Organizational chart change	15.11.2023	Mustafa YETİM	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

**CONTENTS**

ABBREVIATIONS.....8

DEFINITIONS.....10

1. INTRODUCTION ..... 14

1.1 Facility Information Form.....15

2. RESPONSIBILITIES .....18

2.1 General Responsibilities .....18

2.2 Responsibilities of the cargo person.....18

2.3 Responsibilities of the carrier .....18

2.4 Responsibilities of the coastal facility operator ..... 19

2.5 Responsibilities of the ship's person .....20

3. RULES AND MEASURES TO BE APPLIED BY THE COASTAL FACILITY .....21

3.1 Berthing .....21

3.2 Review .....21

3.3 Safe loading and segregation.....21

3.4 Emergency procedures .....21

3.5 Emergency information .....22

3.6 Fire precautions .....22

3.7 Firefighting.....23

3.8 Environmental precautions ..... 23

3.9 Fighting pollution .....23

3.10 Reporting of Incidents.....23

3.11 Inspections .....23

3.12 Hot work and other repair or maintenance work.....24

3.13 Contaminated waste.....24

3.14 Alcohol and drug use .....24

3.15 Weather conditions .....24

3.16 Lighting.....24

3.17 Handling Equipment.....24

3.18 Protective equipment.....24

## CONTENTS

3.19	Communication.....	25
3.20	Areas .....	25
3.21	Education.....	25
4.	CLASSES OF DANGEROUS LOADS, TRANSPORTATION, LOADING/UNLOADING, HANDLING, SEPARATION, STACKING AND STORAGE .....	26
4.1	Classes of Dangerous Goods .....	26
4.2	Packages and Packages of Dangerous Goods .....	26
4.3	Placards for Dangerous Goods Handled at the Port, Plates, Trademarks and Labels.....	26
4.4	Signs of Dangerous Goods and Packing Groups .....	26
4.5	Separation Tables on Ship and Shore Facility According to Classes of Dangerous Goods .....	27
4.6	Separation distances and terms of dangerous goods in warehouses .....	28
5.	HANDBOOK ON DANGEROUS LOADS HANDLED ON THE COASTAL FACILITY .....	28
6.	OPERATIONAL MATTERS .....	28
6.1	Procedures for safe berthing, mooring, loading/discharging, sheltering or anchoring of ships carrying dangerous goods day and night .....	28
6.2	Procedures regarding additional measures to be taken according to seasonal conditions for the loading and unloading of dangerous goods .....	29
6.3	Procedures for keeping flammable, combustible and explosive loads away from processes that create/can create sparks and not to operate vehicles, equipment or tools that create/can create sparks in dangerous goods handling, stacking and storage areas .....	29
7.	DOCUMENTATION, CONTROL AND REGISTRATION .....	30
7.1	All mandatory documents, information and documents related to dangerous goods, the procedures for their supply and control by the relevant people .....	30
7.2	Procedures for keeping the up-to-date list of all dangerous cargoes and other relevant information in the coastal facility area regularly and completely .....	30
7.3	Procedures for checking that the dangerous goods arriving at the facility are properly identified, the correct shipping names are used, certified, are packaged/packaged, labeled and declared, and are safely loaded and transported in the packaging, container or cargo transport unit in accordance with the rules, and reporting the control results. ....	31
7.4	Procedures for obtaining and keeping a safety data sheet (SDS) .....	31
7.5	Procedures for keeping records and statistics of dangerous goods .....	31

## CONTENTS

7.6	Information on the Quality Management System .....	31
8.	EMERGENCIES, EMERGENCY PREPAREDNESS AND RESPONSE.....	32
8.1	Intervention procedures for dangerous goods that pose/may create risks to life, property and/or the environment and dangerous situations involving dangerous goods.....	33
8.2	Information on the possibility, capability and capacity of the coastal facility to respond to emergencies.....	33
8.3	Arrangements for first response to accidents involving dangerous goods.....	33
8.4	Notifications to be made inside and outside the facility in case of emergency .....	33
8.5	Procedures for reporting accidents.....	34
8.6	Coordination, support and cooperation method with official authorities.....	35
8.7	Removal of ships and marine vessels from the coastal facility in emergencies emergency evacuation plan .....	37
8.8	Procedures for the handling and disposal of damaged dangerous cargoes and waste contaminated by dangerous goods. ....	37
8.9	Emergency drills and their records .....	38
8.10	Information on fire protection systems.....	39
8.11	Procedures for approval, inspection, testing, maintenance and availability of fire protection systems.	
8.12	Precautions to be taken in cases where fire protection systems do not work.....	42
9.	OCCUPATIONAL HEALTH AND SAFETY.....	43
9.1	Occupational health and safety measures .....	43
9.2	Information on personal protective clothing and procedures for using them.....	46
9.3	Confined space entry permit measures and procedures.....	48
10.	OTHER MATTERS .....	49
10.1	Validity of Dangerous Goods Conformity Certificate.....	49
10.2	Duties defined for Dangerous Goods Safety Advisor.....	49
10.3	Issues regarding those carrying dangerous goods that will arrive/leave the coastal facility by road.	50
10.4	Issues for those carrying dangerous goods that will arrive/leave the coastal facility by sea (day/night signs to be displayed by ships and sea vehicles carrying dangerous goods at the port or coastal facility, cold and hot working procedures on ships, etc.).....	50
10.5	Additional matters to be added by the coastal facility.....	51

## FIGURE and TABLE INDEX

Facility Information Form .....	15
Table of Dangerous Goods Handled in the Port.....	26
Placards, Plates, Brands and Labels for Dangerous Goods Handled in the Port.....	26
Signs of Dangerous Goods and Packing Groups.....	26
Separation Tables on Ship and Shore Facility According to Classes of Dangerous Goods.....	27

## **ATTACHMENTS**

- 1- General site plan of the coastal facility
- 2- General view photograph of the coastal facility
- 3- Emergency Contact Points and Contact Information
- 4- General Layout of Areas where Dangerous Goods are Handled
- 5- Fire Plan of the Areas where Dangerous Goods are Handled
- 6- General Fire Plan of the Facility
- 7- Emergency Plan
- 8- Emergency Assembly Places Plan
- 9- Emergency Management Chart
- 10- Dangerous Goods Handbook
- 11- Inventory of Port Service Ships
- 12- Sea coordinates of the administrative borders of the Port Authority, anchorage areas and the pilot's disembarkation/embarkation points
- 13- Emergency response equipment against marine pollution in the coastal facility
- 14- Personal protective equipment (PPE) usage map
- 15- Dangerous cargo events notification form
- 16- Other required annexes
- 16-1 MFAG Chart
- 16-2 EmS
- 16-3 Hot Work Permit Procedure
- 17- Dangerous Goods Handling Guide Additional Cargo Notification (When necessary)
- 18- Safety Data Sheets SDS

## ABBREVIATIONS

### **ASTM**

American Society for Testing and Materials (ASTM International, 100 Barr Harbor Drive, PO Box C700, West Conshohocken, PA, 19428-2959, USA)

### **CGA**

Compressed Gas Association (CGA, 14501 George Carter Way, Suite 103, Chantilly, VA 20151, USA)

### **CCC**

IMO Cargo and Container Transport Subcommittee

### **CSC**

International Convention on Safe Containers, as amended, 1972

### **DSC**

IMO Dangerous Goods, Solid Cargoes and Containers Subcommittee

### **ECOSOC**

Economic and Social Council (UN)

### **emS**

EmS Guide: Revised Emergency Response Procedures for Ships Carrying Dangerous Goods

### **EN (standard)**

European standard published by the European Committee for Standardization (CEN, Avenue Marnix 36, B-1050 Brussels, Belgium)

### **FAO**

Food and Agriculture Organization (FAO, Viale delle Terme di Caracalla, 00100 Rome, Italy)

### **HNS Convention**

International Convention on Liability and Indemnity for Damage Related to the Carriage of Dangerous and Harmful Substances (IMO)

### **IAEA**

International Atomic Energy Agency (IAEA), (IAEA, PO Box 100 - A - 1400 Vienna, Austria)

### **ICAO**

International Civil Aviation Organization (ICAO, 999 University Street, Montreal, Quebec H3C 5H7, Canada)

### **IEC**

International Electrotechnical Commission (IEC, 3 rue de Varembe, PO Box 131, CH-1211 Geneva 20, Switzerland)

### **ILO**

International Labor Organization/Office (ILO, 4 route des Morillons, CH-1211 Geneva 22, Switzerland)

### **IMGS**

International Medical Guide for Ships

### **IMO**

International Maritime Organization (IMO, 4 Albert Embankment, London SE1 7SR, United Kingdom)

### **IMDG Code**

International Code for Dangerous Goods Transported by Sea

### **IMSBC Code**

International Maritime Solid Bulk Cargo Code

International Code for Solid Bulk Cargo Transported by Sea

### **INF Code**

International Code for the Safe Carriage of Packaged Radiated Nuclear Fuel, Plutonium and High Level Radioactive Wastes on Ships



## ABBREVIATIONS

### **ISO (standard)**

An international standard published by the International Organization for Standardization (ISO, 1, ch de la Voie-Creuse, CH-1211 Geneva 20, Switzerland)

### **MARPOL**

International Convention for the Prevention of Pollution of the Seas by Ships, 1973, as amended by the relevant 1978 and 1997 protocols

### **MAWP**

Maximum allowable working pressure

### **MEPC**

Marine Environment Protection Committee (IMO)

### **MFAG**

Medical First Aid Guide for Use in Accidents Containing Hazardous Substances

### **MSC**

Maritime Safety Committee (IMO)

### **BBB**

not otherwise specified

### **SADT**

self-accelerating decomposition temperature

### **SAPT**

Self-accelerating polymerization temperature

### **SOLAS**

International Convention for the Safety of Life at Sea, 1974, as amended,

### **UNECE**

United Nations Economic Commission for Europe (UNECE, Palais des Nations, 8-14 avenue de la Paix, CH-1211 Geneva 10, Switzerland)

### **UN number**

Frequently transported hazardous and harmful substances, materials, and items are assigned a four-digit United Nations Number.

### **UNEP**

United Nations Environment Program (United Nations Avenue, Gigiri, PO Box 30552, 00100, Nairobi, Kenya)

### **UNESCO/IOC**

UN Educational, Scientific and Cultural Organization/Intergovernmental Oceanographic Commission (UNESCO/IOC, 1 rue Miollis, 75732 Paris Cedex 15, France)

### **WHO**

World Health Organization (Avenue Appia 20, CH-1211 Geneva 27, Switzerland)

### **WMO**

World Meteorological Organization (WMO, 7bis, avenue de la Paix, Case postale No 2300, CH-1211 Geneva 2, Switzerland)

### **TY**

Dangerous Cargo

## DEFINITIONS

- a) Buyer: Real and legal persons who will take delivery of the dangerous cargo in accordance with the transportation contract,
- b) Packaging: The transport container in which the dangerous cargo is placed, as defined in IMDG Code Chapter 6,
- c) Packing (packaging) Group: It means a group to which certain substances are assigned according to their degree of danger for packaging purposes. There are 3 types of packaging groups.
- d) Packer: Natural and legal persons who place dangerous goods in large packaging containers and make the packages ready for transport when necessary, package dangerous goods or change the packages and labels of these goods, label them for transportation, carry out these operations with the instructions of the sender or his or her de facto land and shore facility personnel performing the operation,
- e) Ministry: The Ministry of Transport and Infrastructure,
- f) Unloader: Unloading dangerous cargo container, multi-element gas container, tank-container, portable tank from a vehicle; Unloading packed Dangerous goods, small containers and portable tanks from a vehicle or container; An enterprise that unloads dangerous goods from a tank (tank, demountable tank, portable tank or tank-container), a battery-vehicle, MEMU or multi-element gas container, a vehicle or a bulk container”
- g) Handling: Loading the cargo on ships without changing its essential qualities, discharging from ships, relocating, stacking, separating, degassing and/or cleaning in the cargo transport unit and similar operations for transportation,
- h) Handler: Real and legal persons who carry out the handling operation,
- i) Fumigation: The process of giving a certain amount of fumigant acting in gaseous form to a closed environment at a certain temperature in order to destroy harmful organisms and keeping it in the environment for a certain period of time,
- j) Gas measurement: Determining the gases and required amounts determined by the Administration within the scope of the relevant regulation in cargo transport units and/or closed areas by authorized institutions and persons using special devices and apparatus,
- k) Degassing: Works and processes performed with active or passive ventilation, in case it is determined that the cargo transport units, which are within the scope of fumigation and not within the scope of fumigation, but contain gases that may be harmful to life, property and the environment, are above the values in the relevant directive as a result of the risk assessment,
- l) Ship: Any boat capable of navigating at sea with an instrument other than an oar, regardless of its name, tonnage and intended use,
- m) Ship-related: Owner, operator, charterer, master or agents and natural or legal persons authorized to represent the ship,
- n) Sender: Natural and legal persons who send dangerous goods on their own behalf or on behalf of a third party, or who are specified as the sender in the carriage contract,

## DEFINITIONS

o) Safety Data Sheet (GFB): A document containing detailed information on the characteristics of dangerous goods, the safety measures to be taken in the facilities where they are located, the necessary information on the protection of human health and the environment from the negative effects of dangerous cargoes,

p) IBC Code: International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk,

q) IGC Code: International Code on the Construction and Equipment of Ships Carrying Bulk Liquefied Gases,

r) IMDG Code: Safe way of shipping and shipment of dangerous goods by sea.

It is an internationally accepted guide for

s) IMO: International Maritime Organization,

t) IMSBC Code: International Maritime Solid Bulk Cargoes Code,

u) ISPS Code: International Ship and Port Facility Security Code,

v) Administration: General Directorate of Maritime Affairs,

w) Captain: Person who directs and manages the ship,

x) Shore facility: A port, quay, pier, berth, fuel oil, liquefied gas or chemical pipeline buoy or platform, including storage areas, where ships or marine vehicles can safely take their cargo or take shelter,

y) Person in charge of the coastal facility: Real persons or legal entities operating the coastal facilities by obtaining permission from the Administration, and the managers and responsible of the coastal facilities,

z) Container: A cargo transport unit that has a certificate in compliance with the applicable standards within the scope of the International Convention for Safe Containers (CSC Convention), plant, dolfen, fuel oil or liquefied gas pipeline buoy or platform,

aa) MARPOL 73/78: International Convention for the Prevention of Pollution of the Seas by Ships,

bb) Final consignee: The buyer who physically receives the cargo unloaded from the ship at the coastal facility, or the client in case the receiver of the cargo physically acts as a proxy on behalf of another real/legal person during the purchase, or the consignee specified in the transport contract if the transport is carried out under a contract of carriage. ,

cc) Packing & Packaging: A receptacle or multiple receptacles means the materials or other components required for the receptacles to perform containment and other safety functions

## **DEFINITIONS**

dd) Hot work: done by persons certified by the relevant authority; the use of open fires and flames, power tools or hot rivets, grinding, soldering, burning, cutting, welding, or any work involving heat or generating sparks,

ee) Classification: It is the distinction made by the International Maritime Organization, taking into account the chemical properties of dangerous goods.

ff) SOLAS: International Convention for the Safety of Life at Sea dated 1974,

gg) Carrier: Actual carrier, broker, ship owner, freight forwarder, freight forwarder, shipping agent, who receives, submits, and accepts offers for the transportation of all kinds of dangerous goods on his own behalf or on behalf of third parties. Natural and legal persons who carry out the transportation by road or railway with or without a contract,

hh) Danger Label: It defines the label containing letters, numbers and figures expressing the characteristics such as class, danger level and content of the loads in the packages used in the transportation of dangerous goods.

ii) Danger Sign: It is the sign that must be kept on the container for the purpose of informing according to the nature of the dangerous cargo in the container.

jj) Hazardous waste: Reprocessing, throwing into garbage, incineration or otherwise disposal of the cargo or dangerous cargo or the packaging and cargo transport units carrying dangerous goods, which are classified as specified in the Basel Convention and whose transport class and conditions are determined within the scope of SOLAS. parts, solutions, mixtures and used packaging and cargo transport units,

kk) Dangerous cargo:

1. International Convention for the Prevention of Pollution of the Seas by Ships

(MARPOL) 73/78 Annex I, Annex 1, petroleum and petroleum products,

2. Packaged goods and objects given in Part 3 of the IMDG Code,

3. Among the cargoes given in IMSBC Code Attachment 1, the bulk cargoes with "B" and "A and B" inscriptions in the group box in the characteristic table,

4. Liquid substances with the phrase "S" or "S/P" in the "d" column titled "hazards" of the table given in Chapter 17 of the IBC Code,

5. Gaseous substances given in Chapter 19 of the IGC Code,

ll) TMGD: Dangerous goods safety consultants authorized by the Ministry,

mm) TYUB: Coastal Facility Dangerous Goods Conformity Certificate, which is issued by the Administration and must be obtained by the coastal facilities that handle packaged or bulk dangerous goods,

## DEFINITIONS

nn) UN number: The four-digit identification number of dangerous goods or parts taken from the United Nations sample regulations,

oo) Transport Electronic Transport Document System (U-ETES): The system in which the data determined by the Ministry regarding the activities of real and legal persons operating in accordance with this Regulation are kept and can/can be open to data sharing with relevant public institutions and organizations when necessary,

pp) New coastal facility: "Operation to Coastal Facilities" published in the Official Gazette No. 26438 dated 18/2/2017

Within the scope of the "Regulation on Procedures and Principles Regarding Granting Permits", the coastal facility operation permit / coastal facility that has not received a temporary operation permit

qq) Regulation: Regulation on the Transport of Dangerous Goods by Sea, published in the Official Gazette dated 03.03.2015 and numbered 29284,

rr) Loader: Loads dangerous cargoes and cargoes that pose a danger in terms of loading safety to the ship or sea vehicle, vehicle or cargo transport unit in accordance with the instructions of the sender, labels and plates the cargo transport unit, handles and stacks the cargoes including the dangerous cargoes in the ship or cargo transport unit, natural or legal persons who vacated,

ss) Loading safety: Safe tying and stacking of the cargo transport unit or cargo loaded into the ship's hold or on the ship's deck, and the safe fastening and stacking of the loads to be loaded into the cargo transport unit,

tt) Shipper: The real or legal person specified as the "shipper" in the bill of lading, maritime transport document or multimodal transport document, and the real or legal person on whose behalf or on behalf of a maritime transport contract has been concluded,

uu) Person in charge of cargo: The sender, receiver, representative or organizer of transportation works of the dangerous cargo,

vv) Cargo transport unit (CTU): It is designed and produced for the transport of packaged or bulk dangerous goods; refers to road trailer, semi-trailer and tanker, portable tank and multi-element gas container, railway car and tank wagon, container and tank container.

## 1. LOGIN

The entry and possession of dangerous goods in the coastal facility, the subsequent handling, the general safety and protection of the area, the protection of the cargo, the safety of everyone at or near the coastal facility and the protection of the environment should be controlled.

Life safety at sea is also related to the safety and protection of a ship, its cargoes and crew at the coastal facility, and the precautions taken regarding dangerous cargoes before they are directly loaded/discharged and during handling.

The recommendations in this guide are limited to dangerous goods in the port area as part of the transport chain. The recommendations in this guide do not apply to dangerous goods that are generally kept in the port area or used in the port area, but the Administration may wish to check whether the said use and storage procedures comply with legal national requirements.

An important prerequisite for the safe transportation and loading of dangerous goods is the proper identification, protection, packaging, packaging, securing, marking, labeling, placarding and documentation of these cargoes. This will apply regardless of whether the transactions take place at the onshore facility or at facilities away from the onshore facility.

Although land, port and sea elements are included in the general transport chain, it is very important that the persons responsible for the matters specified in 1.4 take all kinds of precautions and that all relevant information is given to the persons involved in the transport chain, also on the final consignment. Consideration should be given to the possible different requirements for different modes of transport.

The safe transportation and loading of dangerous goods is based on the correct and precise application of the regulations for the transportation and loading of such cargoes, and depends on the judgment of everyone who knows the regulations fully and in detail and is aware of the current risks related to these issues. This can only be achieved by properly planned and conducted training and retraining of the persons concerned.

Laws, regulations and related publications are under constant review and are regularly revised. It is very important to use only current versions. The contents of these Laws, regulations and related publications are reproduced in the recommendations in this guide only to the extent necessary.

**1.1 General information about the facility is given in the Facility Information Form below.**

<b>Facility Information Form</b>			
<b>Güzel Enerji Fuel Oil Dolfen Gebze Plant</b>			
one	Facility Operator name/title	GUZEL ENERGY FUEL INC.	
2	Facility of the operator Contact information (Address, telephone, fax, e-mail and the web page)	Güzel Energy Fuel Co. Inc. / Gebze Terminal 1.Part D-1004 Sk. No:10 DOSB 41400 / Dilovası - Kocaeli / Turkey T +90 262 754 71 84	
3	facility First Name	Güzel Energy Fuel Co. Inc. Gebze Terminal	
4	facility located province	Kocaeli	
5	facility Contact information (address, telephone, fax, email and web page)	Güzel Energy Fuel Co. Inc. / Gebze Terminal 1.Part D-1004 Sk. No:10 DOSB 41400 / Dilovası - Kocaeli / Turkey T +90 262 754 71 84 F +90 262 754 71 91	
6	facility located geographical region	Marmara Region	
7	facility connected is Port Presidency and Contact details	<b>Kocaeli Regional Port Authority</b> Atalar Mah. Sahil Yolu Cad. No: 26Yarımca- Korfez / Kocaeli- Turkey Tel : 0 262 528 37 54 / 528 24 34 / 528 46 37 Fax : 0 262 528 47 90 / 528 51 04	
8	facility connected is Council Presidency and contact details	Dilovası Municipality, Cumhuriyet District, Bağdat Caddesi No: 94 Dilovası / Kocaeli Tel:+90-262 754 88 88Fax:+90-262 754 50 66	
9	Free Zone where the facility is located or Organized Industry of the region	Dilovası Organized Industrial Zone	
10	Coast plant Business Permit/Temporary Business permission of your document validity date	30.04.2024	
11	facility activity status	own burden and additional 3. person (X)	own burden (...) 3rd party (...)
12	Facility of the person in charge First Name and last name, Contact detail (telephone, fax, email)	İbrahim GÖRMEZ, Güzel Enerji Akaryakıt A.Ş. / Gebze Terminal 1.Part D-1004 Sk. No:10 DOSB 41400 / Dilovası - Kocaeli/Turkey +90 262 754 71 84 ibrahim.gormez@guzelenerji.com.tr	
13	facility dangerous load operations of the person in charge First Name and last name, Contact detail (telephone, fax, email)	İbrahim GÖRMEZ, Güzel Enerji Akaryakıt A.Ş. / Gebze Terminal 1.Part D-1004 Sk. No:10 DOSB 41400 / Dilovası - Kocaeli/Turkey +90 262 754 71 84 ibrahim.gormez@guzelenerji.com.tr	

14	facility Dangerous Matter Security of your advisor First Name and last name, Contact detail (telephone, fax, email)	Ozan SENEM Tel: 0545 446 00 70 ozan.senem@erentmgd.com
15	facility sea coordinates	29 ° 32 '59 "E 40 ° 46' 15" N
16	on site handled dangerous load breeds (MARPOL Annex I, IMDG Code, IBC Code, IGC Code, IMSBC Code, grain Code, TDC Code covered by with loads asphalt/bitumen and scrap loads)	Gasoline UN 1203 Diesel UN 1202
17	on site handled dangerous loads (in Article 16) load types IMDG Code other than loads separate separate will be written. Additional load request Annex 1 form with connected port will be forwarded to the Chairman . Appropriate to TYER when found will be added)	
18	IMDG coda subject to, handled loads for classes	Class 3
19	IMSBC coda subject to, handled loads for characteristic in the table groups	Not available.
20	to the facility able to approach ship types	Oil Tankers
21	facility to the highway distance (kilometers)	0.1 km
22	facility to the railway distance (kilometer) or iron way connection (Yes/No)	1 km / no
23	Most near your airport First Name and to the facility the one which... distance (kilometer)	Sabiha Gokcen Airport 28 km
24	facility load handling its capacity (Ton/Year; TEU/Year; Vehicle/Year)	2,200,000 tons/year
25	on site scrap handling done and not done	not done
26	Border gate there is is it? (Yes No)	No
27	bonded field there is is it? (Yes No)	Yes
28	Load handling equipment and capacities	Dock Crane 4 tons
29	Storage tank its capacity (m <sup>3</sup> )	104,813 m <sup>3</sup>
30	Open storage area (m <sup>2</sup> )	none
31	Half closed storage area (m <sup>2</sup> )	none
32	Closed storage area (m <sup>2</sup> )	2.200 m <sup>2</sup>



33	determined fumigation and/or from gas decontamination area (m <sup>2</sup> )	Not available.				
34	Guidance and tugboat services of the counter First Name, title, Contact details	Guidance Service: Ankaş - Dekaş Anadolu Pilotage Inc. Mimar Sinan Mah. Denizciler Cad. No: 69 Korfez / Kocaeli Tel: 0262 528 33 00Fax: 0262 528 53 72				
		Towage Service: Sanmar Inc. Aydintepe Mh. Guzin Sok. No: 31 34947 Icmeler / Tuzla Istanbul Tel: +(90) 216 458 5900 Fax: +(90) 216 458 5959				
35	Security plan created does it? (Yes No)	Yes				
36	Waste accept plant its capacity (This episode the facility accept to the waste by separate separate will be arranged.)	Waste Type		Capacity (m <sup>3</sup> )		
		slop		338 m <sup>3</sup>		
37	quay/pier etc. of fields properties					
	Dock/ Dock No.	Size Metre	Top Meter	Maximum this depth (Metre)	Minimum this depth (Metre)	will dock most large boat tonnage and length (DWT- GRT/Meter)
	Pier 1	72	3	16	13	42000 DWT
	Pipe of the line name (on site if available)		Diameter of (Inch)			
	Diesel		14"			
	Diesel		10"			
	Gasoline		10"			
	Diesel		8"			
	Diesel		8"			
	Gasoline		6"			
	Slop		6"			

## **2. RESPONSIBILITIES**

### **2.1 General Responsibilities**

**2.1.1** They are obliged to take all necessary precautions to make the transportation safe, secure and harmless to the environment, to prevent accidents and to minimize the damage in case of an accident.

**2.1.2** In emergency situations such as fire, leakage, spillage that occur during the transportation of dangerous goods, they benefit from the EmS Guide, which includes Emergency Response Methods and Emergency Schedules for Ships Carrying Dangerous Goods.

**2.1.3** They benefit from the Medical First Aid Guide (MFAG) in the IMDG Code annex in order to provide the necessary medical first aid for the people affected by the damages of the dangerous goods and the health problems caused by the accidents involving these loads.

### **2.2 Responsibilities of the cargo person**

**2.2.1** It prepares and has the mandatory documents, information and documents related to dangerous goods prepared and ensures that these documents are present with the cargo during the transportation activity.

**2.2.2** It provides classification, packaging, marking, labeling and placarding of dangerous goods in accordance with their type.

**2.2.3** It ensures that dangerous goods are loaded, stacked and securely fastened to approved packaging and cargo transport units in accordance with the rules and safely.

**2.2.4** Ensuring that all relevant personnel are trained on the risks of dangerous goods transported by sea, safety precautions, safe working, emergency measures, security and similar issues, and keeping training records.

**2.2.5** To ensure that the necessary safety measures are taken for dangerous goods that do not comply with the rules, are unsafe or pose a risk to people or the environment.

**2.2.6** To provide necessary information and support to those concerned in case of emergency or accident

**2.2.7** Notifying the administration of dangerous goods accidents in the area of responsibility

**2.2.8** Provides the requested information and documents in the controls made by the official authorities and provides the necessary cooperation.

### **2.3 Carrier's responsibilities**

**2.3.1** It requests mandatory documents, information and documents related to dangerous goods from the cargo person and ensures that they are present with the cargo during the transportation activity.

**2.3.2** It checks the compliance of the dangerous goods classified, packaged, marked, labeled and plated by the cargo person with the legislation.

**2.3.3** It checks that the dangerous goods are packaged in accordance with the rules by using approved packaging and load transport units, they are safely loaded and securely fastened to the cargo transport unit.

#### **2.4 Responsibilities of the coastal facility operator**

**2.4.1** It cannot dock the ships carrying TY to its facility without the permission of the port authority.

**2.4.2** It gives written information to the ship that will dock at its facility within the scope of facility rules, cargo handling rules and relevant legislation.

**2.4.3** It does not handle dangerous goods for which it has not received a handling permit from the administration, and it does not harm the ships that will dock by planning in this context.

**2.4.4** It requests mandatory documents, information and documents related to dangerous goods from the cargo person and ensures that they are found with the cargo. If the relevant documents, information and documents cannot be provided by the cargo person, it is not obliged to accept or handle the dangerous cargo at its facility.

**2.4.5** It carries out the loading or unloading operation according to the agreement to be reached, by sharing all the data that may be required according to the characteristics of the cargo with the ship's person. The ship does not make any changes in the operation without the knowledge of the person concerned.

**2.4.6** It determines the working limits by taking into account the safe working capacity of the facility and the weather forecasts, and takes the necessary measures for the ship to be safely anchored at the pier and for handling.

**2.4.7** It controls the transport documents containing information that the dangerous goods coming to the facility are classified, packaged, marked, labeled, plated and loaded safely to the cargo transport unit.

**2.4.8** It ensures that the personnel involved in the handling of dangerous goods and the planning of this handling are documented by receiving the necessary training, and does not assign personnel without documents to these operations.

**2.4.9** It ensures that the FM handling equipment in its facility is operational and that the relevant personnel are trained and documented on the use of these equipment.

**2.4.10** By taking occupational safety measures at the coastal facility, it ensures that the personnel use personal protective equipment suitable for the physical and chemical characteristics of the dangerous cargo.

**2.4.11** It carries out the activities related to TY at the appropriately established quays, piers and warehouses.

**2.4.12** Equips the piers and piers reserved for ships that will load or unload dangerous liquid bulk cargoes with appropriate installations and equipment for this work.

**2.4.13** It keeps an up-to-date list of all dangerous cargoes on the ships berthed and in the closed and open areas of its facility and gives this information to the relevant parties upon request.

**2.4.14** It notifies the port authority of the instant risk posed by the dangerous goods it handles or temporarily stores in its facility and the measures it takes for it.

**2.4.15** It notifies the port authority of the accidents related to dangerous goods, including the accidents at the entrance to the closed areas.

**2.4.16** It provides the necessary support and cooperation in the controls and inspections carried out by the administration and the port authority.

**2.4.17** It stores the cargo transport units where dangerous goods are transported in accordance with the separation and stacking rules, and takes fire, environment and other safety

measures in accordance with the class of the dangerous cargo in the storage area. It keeps fire extinguishing systems and first aid units ready for use at any time in the areas where dangerous cargoes are handled and makes the necessary controls periodically.

**2.4.18** It takes permission from the port authority before the hot work and operations to be carried out in the areas where dangerous cargoes are handled and temporarily stored.

**2.4.19** Prepares an emergency evacuation plan for the evacuation of ships from coastal facilities in case of emergency and submits it to the port authority and informs the relevant people about the plan approved by the port authority.

**2.4.20** It ensures the internal loading of cargo transport units in accordance with the loading safety rules in its facility.

## **2.5 Responsibilities of the ship owner**

**2.5.1** It ensures that the cargo to be carried by the ship is documented as suitable for transportation and that the cargo holds, cargo tanks and cargo handling equipment are suitable for cargo transportation.

**2.5.2** It requests all mandatory documents, information and documents related to dangerous goods from the cargo person and ensures that they are present with the cargo during the transportation activity.

**2.5.3** It ensures that the documents, information and documents required to be found on the ship regarding dangerous goods within the scope of legislation and international conventions are appropriate and up to date.

**2.5.4** It checks the transport documents containing information that the cargo transport units loaded on the ship are appropriately marked, plated and loaded safely.

**2.5.5** It informs the relevant ship personnel about the risks of dangerous cargoes, safety procedures, safety and emergency measures, response methods and similar issues.

**2.5.6** It keeps up-to-date lists of all dangerous goods on board and declares them to the relevant parties upon request.

**2.5.7** It ensures that the loading program, if any, is approved and documented and kept in working condition.

**2.5.8** It notifies the port authority and the coastal facility about the instant risk posed by the dangerous cargoes on the ship berthing to the coastal facility and the measures taken for it.

**2.5.9** In case of leakage in the dangerous cargo or if there is such a possibility, it does not accept to carry the dangerous cargo.

**2.5.10** He notifies the port authority of the dangerous cargo accidents that occur on his ship while navigating or at the coastal facility.

**2.5.11** It provides the necessary support and cooperation in the controls and inspections carried out by the administration and the port authority.

**2.5.12** It does not accept to carry dangerous goods that are not included in the ship certificates issued by the relevant institutions and organizations.

**2.5.13** It ensures that the people of the ship involved in the handling of dangerous goods use personal protective equipment suitable for the physical and chemical properties of the cargo.

**2.5.14** It provides the requirements for the loading safety of the loads loaded on the ships.

### **3. RULES AND MEASURES TO BE IMPLEMENTED BY THE COASTAL FACILITY**

The rules and precautions outlined in this section are the same as in chapters 1,4,6,7,8,9,10 of this guide. Chapters, Hazardous Material Emergency Plan and Accident Prevention Policy are detailed. Infrastructural requirements are provided by our Shore Facility.

#### **3.1 Berthing**

**3.1.1** Provides adequate and safe fastening facilities,

**3.1.2 It** provides adequate and safe access between the ship and the shore.

#### **3.2 Review**

**3.2.1** Ensures that the areas where the cargo transport units are held are properly inspected and that the package or cargo transport units are regularly checked for leaks or damage. The necessary treatment of cargo transport units with leaks or damage is carried out only under the supervision of a responsible person.

**3.2.2** Ensures that the person concerned is aware of the possible dangers arising from the presence of dangerous goods.

**3.2.3** Power operated or non-powered equipment used in handling and stacking operations is inspected and inspected prior to use to ensure that they are maintained in accordance with the manufacturer's maintenance instructions, are in good working condition and are of appropriate standards.

#### **3.3 Safe loading and parsing**

**3.3.1** Appoints at least one responsible person who has sufficient knowledge about transportation and national or international legal requirements for the transportation of dangerous goods, including the separation of incompatible cargoes. (January 1, 2018)

#### **3.4 Emergency operations**

**3.4.1 Ensures** that appropriate emergency arrangements are made and notified to those concerned. These regulations include the following;

**3.4.1.1** providing appropriate emergency alarm operating points;

**3.4.1.2** Notification of an event or an emergency to the relevant emergency services inside and outside the port area,

**3.4.1.3** Notification of an event or an emergency to the port authority and port area users at sea and on land,

**3.4.1.4 Provision** of emergency vehicles suitable for the dangers of dangerous goods to be handled,

**3.4.1.5** coordinated arrangements for the departure of a ship in the event of an emergency;

**3.4.1.6** Arrangements to ensure adequate access/exit at all times.

**3.4.2** Considering the nature of the dangerous goods and all their special conditions, the necessity of a safe and fast emergency escape plan is taken into consideration.

**3.4.3** The "Medical First Aid Guide (MFAG)" in the IMDG Code annex is used in order to provide the necessary medical first aid for the people affected by the damages of dangerous cargoes and the health problems caused by the accidents involving these cargoes.

**3.4.4** For emergency situations involving dangerous goods, the "Emergency Plans (EmS)" in the IMDG Code annex is used.

**3.4.5** In case of emergencies or accidents, first aid materials to be used for intervention are kept in places that are known and easily accessible by the personnel.

#### **3.5 Emergency information**

**3.5.1** Shore Facility, including quantities, proper shipping names, correct technical names (if

any) UN numbers, classes or, when assigned, division of goods, compatibility group letter, adverse hazard classes (if assigned) packing group (if assigned) and provides a list of all dangerous goods in warehouses and other areas, including the exact location kept ready for emergency services.

**3.5.2** The person responsible for the warehouses and areas where dangerous cargo handling is carried out is aware of the occupancy status of the dangerous goods in his area and has the information ready for use in case of emergency.

**3.5.3 Ensures** that the person responsible for cargo loading operations involving dangerous goods has the necessary information about the measures to be taken to deal with the accidents related to dangerous cargoes and that this information is available for use in emergencies.

**3.5.4** Uses electronic or other automated information processing or transmission techniques to provide access to information.

**3.5.5** Hazardous materials data sheets are normally available from manufacturers of chemicals. Electronic databases with emergency response information are also available and are used when direct access to data is provided.

**3.5.6 Ensures** that port emergency response operations and port emergency telephone numbers are located within or in important locations of warehouses and dangerous goods transport and operations.

**3.5.7 Ensure** that fire-fighting and pollution-fighting equipment and equipment are clearly marked and notices highlighting them are placed in all appropriate places in a clearly visible manner.

**3.5.8** Provides the information of the emergency operations in force and the services available in its interface to the captain of the ship loading or carrying dangerous goods.

### **3.6 Fire precautions**

**3.6.1** Make sure that:

**3.6.1.1 Make** sure that berths at the interface where ships dock are always available for emergency services access.

**3.6.1.2** Make sure audible or visual alarms for emergency use are located within the area and communication means are available for emergency services.

**3.6.1.3 Keeping** all areas used for the transport of dangerous goods clean and tidy ,

**3.6.1.4 Make sure** that the ship captain is informed of the location of the nearest vehicles to call the emergency services before the dangerous goods are loaded.

**3.6.1.5 Availability of** lighting and other electrical equipment that is safe to use in flammable or explosive atmospheres in areas where dangerous loads are located.

**3.6.1.6 Since** the places where smoking is prohibited are determined

**3.6.1.7** Warnings in the form of symbols prohibiting smoking are clearly visible at all points and are kept at a safe distance from places where smoking areas would pose a hazard.

**3.6.1.8 Since** the equipment used in a flammable or explosive environment or in an environment where such conditions may develop, is safe to be used in a flammable or explosive environment, does not cause any fire or explosion and is suitable for use in this way.

**3.6.1.9** Considering the fire and explosion hazards that may occur as a result of the transportation of dangerous goods, it should be noted that the cargo transport units kept empty may still contain residues and flammable vapors and will pose a hazard.

**3.6.1.10 Makes** sure that the electrical appliances plugged into portable plugs with extension cords are not used in areas or places that can create a flammable atmosphere.

### **3.7 Firefighting**

**3.7.1** Ensures that adequate and correctly tested fire extinguishing equipment and facilities are available on board in accordance with the requirements of the Administration in areas where dangerous goods are transported or loaded.

**3.7.2** Provides training for the personnel involved in the transportation or loading of dangerous goods on the use of fire extinguishing equipment in accordance with the requirements of the Administration and makes fire drills.

### **3.8 Environmental precautions**

**3.8.1** It ensures that dangerous goods are only transported in areas that comply with the requirements of the Administration.

**3.8.2** Necessary measures are taken to prevent the dangerous goods handled in the coastal facility from contaminating the soil, water or areas where water is discharged. These measures are also applied for areas with pipelines and conveyor systems used in the handling of hazardous materials.

**3.8.3** It is possible to take from the ship for contaminated bilge water, dirty ballast, sludge, slop and cargo waste.

### **3.9 Fighting pollution**

**3.9.1** Provides sufficient equipment to minimize the damage that may occur in case of spillage of dangerous goods.

**3.9.2** Equipment includes oil spill fences, condensate caps, absorbent and neutralizing agents, as well as cleaning supplies and portable catchments.

**3.9.3 Ensures** that the personnel involved in the transportation and handling of dangerous goods are trained and experienced in the use of pollution-fighting equipment and facilities in accordance with the Administration's requirements.

### **3.10 Reporting of Incidents**

**3.10.1** If an accident occurs during the transportation of dangerous goods within its area of responsibility that may endanger the safety and security of the port, the ships in the port, another property, the environment or the persons responsible for the transportation task, immediately stop the operation and do not restart the operation until appropriate safety measures are taken. . In case of an accident during the transportation of dangerous goods, all personnel must report it to the person responsible for the operation.

**3.10.2 In** order to give a quick and effective response; A brief and accurate description of the incident should be sent to the emergency center as quickly as possible to treat injured personnel and reduce damage.

**3.10.3** If an accident occurs during the transportation of dangerous goods that may endanger the safety and security of the port, the ships in the port, another property, the environment or the persons responsible for transportation, the situation shall be reported to the port administration immediately.

**3.10.4** A damaged or leaking package containing dangerous cargoes is immediately reported to the port authority of the unit load or cargo transport unit.

### **3.11 Audits**

**3.11.1 The** Port Officer, where appropriate:

**3.11.1.1** Controls the documents and certificates related to the safe transportation, handling, packaging and stacking of dangerous goods upon arrival at the port

**3.11.1.2** It checks that they are marked, labeled or placarded in accordance with the provisions of the IMDG Code and the national and international legal requirements applicable to the mode of transport.

**3.11.1.3 Inspects** the physical condition of every vehicle containing dangerous goods by external inspection for any visible damage or any indication of leakage of its contents.

**3.11.2 Ensures** that the relevant security measures are taken in the port area and regularly checks this process for a safe transport operation.

**3.11.3** If the above-mentioned controls reveal that there are deficiencies that may affect the safe transport or transportation of dangerous goods, the Port Operator immediately informs all relevant parties and requests that the deficiencies are corrected before the transport or transportation of dangerous goods.

**3.11.4** Provides all necessary support to the port administration or other persons or institutions authorized to inspect dangerous cargoes.

### **3.12 Hot work and other repair or maintenance work**

**3.12.1** Ensures that any repair or maintenance work resulting from the absence of an emergency/fire equipment is not carried out without the prior authorization of the port authority.

**3.12.2** Hot works that are planned to be carried out on board are not allowed.

### **3.13 Contaminated waste**

**3.13.1 It ensures** that wastes contaminated with dangerous goods are immediately collected and disposed of in accordance with the requirements of the Administration.

### **3.14 Alcohol and drug use**

**3.14.1** Controls the non-participation of a person under the influence of alcohol or drugs in an operation involving the transportation of dangerous goods within its area of responsibility.

**3.14.2** These persons are always kept away from the areas where dangerous goods are transported or transported.

### **3.15 Weather conditions**

**3.15.1** It does not allow dangerous goods to be transported in weather conditions that can increase the risk significantly within its area of responsibility.

**3.15.1** Dangerous liquid bulk cargoes shall not be transported during thunderstorms, storms and rainy weather.

### **3.16 Lighting**

**3.16.1 Ensures** that the areas where dangerous goods are handled and prepared for handling and their entrances are adequately illuminated within the scope of his/her responsibility.

### **3.17 Handling Equipment**

**3.17.1** Ensures that all equipment used in the transport of dangerous goods within its area of responsibility are suitable for their intended use and used only by experienced persons.

**3.17.2 Ensures** that all load handling equipment within its area of responsibility is of an approved type, properly maintained and tested in accordance with national and international legal requirements.

### **3.18 Protective equipment**

**3.18.1** It ensures that all personnel involved in the transport of dangerous goods within its area of responsibility are provided with adequate protective equipment when necessary.

**3.18.2** It is checked that these equipments provide adequate protection against the hazards specific to the transported dangerous goods and that they are of an approved type.

### **3.19 Communication**

The port authority should ensure that every ship carrying dangerous goods maintains effective communication with port authority officials. In the implementation of such communication/communications, it should be done with VHF radio devices in



accordance with the provisions of the SOLAS IV/7 Regulation and in accordance with the performance standards determined in the IMO Session A.609(15) decision and the conditions of the Administration .

### **3.20 Fields**

#### **3.20.1 Dangerous cargo areas**

3.20.1.1 Necessary monitoring and alarm systems are installed in order to keep the hazardous material handling areas under constant surveillance by the relevant facility personnel and/or security guards.

3.20.1.2 In areas where dangerous goods are temporarily stored, segregation and stacking requirements are met.

3.20.1.3 In order to make the necessary intervention in case of emergency, adequate entrance and exit opportunities are provided to the areas where dangerous goods are handled, or if dangerous goods are stacked or stored in the whole area, the access roads to the cargo transport units containing dangerous goods are kept open and emergency facilities and facilities that can be intervened in a short time in the field are provided. equipment is available to provide capability.

#### **3.20.2 Procurement activities**

It is exempt from purchasing activities such as slop, bilge, sludge, waste oil, domestic wastewater and garbage.

### **3.21 Education**

**3.21.1** IMDG Code, emergency situations (fire, explosion, leakage, etc.) and response, occupational health and safety, ISPS code security awareness training in accordance with the job descriptions and working areas of the personnel involved in the loading / evacuation of dangerous goods at the Coastal Facility . and safety issues will be provided.

#### 4. CLASSES OF HAZARDOUS LOADS, TRANSPORTATION, LOADING/UNLOADING, HANDLING, SEPARATION, STACKING AND STORAGE

##### 4.1 Classes of Dangerous Goods

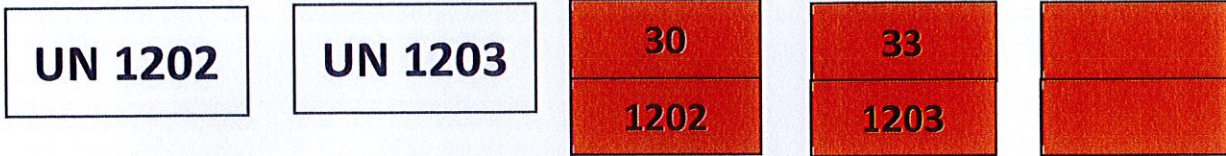
Table 4.1 Dangerous Goods Handled at the Port

Name of the product	UN Number	Class
Gasoline	UN 1203	3
Diesel	UN 1202	3





##### 4.2 Packages and Packages of Dangerous Goods


Dangerous goods are handled as bulk cargo at the facility.

##### 4.3 Placards, Plates, Brands and Labels for Dangerous Goods Handled at the Port



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

NAME OF THE PRODUCT	UN CODE	CLASS	Marking	Packaging Group
Gasoline	UN 1203	3	 	II
Diesel	UN 1202	3	 	III

	Packages and cargo transport units containing dangerous substances classified as "Marine pollutants" by the IMDG Code must bear the markings shown here and be durable. These should be placed close to the risk labels or risk placards of the goods. The dimensions of marine pollutant markings should be a minimum of 10 cm per side of packages and 25 cm per side of the pipeline and equipment used in that line.
---	--



#### 4.5 Separation Tables on Ship and Shore Facility According to Classes of Dangerous Goods

CLASS	1.1	1.3	1.4	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	6.2	7	8	9
explosives 1.1, 1.2, 1.5	*	*	*	4	2	2	4	4	4	4	4	4	2	4	2	4	x
explosives 1.3, 1.6	*	*	*	4	2	2	4	3	3	4	4	4	2	4	2	2	x
explosives 1.4	*	*	*	2	on	on	2	2	2	2	2	2	x	4	2	2	x
flammable gases 2.1	4	4	2	x	x	x	2	on	2	2	2	2	x	4	2	on	x
Toxic non- and non- flammable gases 2.2	2	2	on	x	x	x	on	x	on	x	x	on	x	2	on	x	x
Toxic gases 2.3	2	2	on	x	x	x	2	x	2	x	x	2	x	2	on	x	x
flammable liquids 3	4	4	2	2	on	2	x	x	2	2	2	2	x	3	2	x	x
flammable solids, (spontaneously to react entering substances and explosive feature reduced sensitivity solid explosives) 4.1	4	3	2	on	x	x	x	x	on	x	on	2	x	3	2	on	x
Spontaneously to burn prone substances 4.2	4	3	2	2	on	2	2	on	x	on	2	2	on	3	2	on	x
With water in contact flammable release gases issuer substances 4.3	4	4	2	2	x	x	2	x	on	x	2	2	x	2	2	on	x
Oxidizer substances 5.1	4	4	2	2	x	x	2	on	2	2	x	2	on	3	on	2	x
Organic peroxides 5.2	4	4	2	2	on	2	2	2	2	2	2	x	on	3	2	2	x
Toxic substances 6.1	2	2	x	x	x	x	x	x	on	x	on	on	x	on	x	x	x
Contagious substances 6.2	4	4	4	4	2	2	3	3	3	2	3	3	on	x	3	3	x
radioactive material 7	2	2	2	2	on	on	2	2	2	2	on	2	x	3	x	2	x
Caustic substances 8	4	2	2	on	x	x	x	on	on	on	2	2	x	3	2	x	x
Various dangerous substances and objects 9	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

The numbers and symbols in the table have the following meanings:

- 1- "away"
  - 2- "divided"
  - 3- "separated by a complete partition or hatch"
  - 4- "separated longitudinally by a complete partition or warehouse in between"
- X- Dangerous Goods List should be consulted to verify if there are specific separation provisions

\*- See IMDG article 7.2.7.1 for separation provisions between substances or products in Class 1.

Ozan Senem  
TMGD / DGSA  
ADR / IMDG CODE  
TMKTDGM / 2017 / 6711

27

GÜZEL ENERJİ AKARYAKIT A.Ş.  
Oyak Dragoş Plaza Çevreli Min. Tugay Yolu Cd.  
No:10 Çekirge Kat:17-18-19/20  
Maltepe / İSTANBUL  
Büyük Mükellefler V.D.: 858 004 4395



## 4.6 Separation distances and terms of dangerous goods in warehouses

### Separation terms

The following separation terms used throughout this Code are defined elsewhere in this section; they apply to the packaging of cargo transport units and the sorting of different types of ships:

- |      |   |
|------|---|
| .one | "away";   |
| .2   | "divided";  |
| .3   | "separated by a complete partition or warehouse";                           |
| .4   | "separated longitudinally by a complete partition or warehouse in between". |

Separation terms such as "out of class ..." used in the Dangerous Goods List, "class ..." are deemed to include the following items:

- |      |   |
|------|---|
| .one | "class ." all ingredients and   |
| .2   | "class ." All substances that have a secondary hazard label required. |

## 5. HANDBOOK ON DANGEROUS LOADS HANDLED ON THE COASTAL FACILITY

A copy of the dangerous goods handbook has been prepared and distributed to all relevant personnel is attached. (Annex 10)

## 6. OPERATIONAL MATTERS

### 6.1 Procedures for safe berthing, mooring, loading/discharging, sheltering or anchoring of ships carrying dangerous goods day and night.

**6.1.1** It is the responsibility of the Port Authority to direct where and when a ship with any dangerous cargo on board can anchor, moor, berth and stay in the port area, taking into account the nature and amount of dangerous cargoes, the environment, population and weather conditions.

**6.1.2** In an emergency, directing a ship with any dangerous cargo on board to be transported in the port area or to be removed from the port area for the safety of the ship and crew can be done with the approval of the ship's captain, the port operator's decision and the Port Authority.

**6.1.3** It is the responsibility of the Port Authority to determine any additional requirements in accordance with the local conditions and the amount and nature of the dangerous cargoes exposed.

**6.1.4** The Shore Facility makes sure that the following are provided;

- Ensuring adequate and secure lashing facilities,
- Ensuring adequate and safe access between the ship and the shore.

Ozan Senem  
TMGD / DGSA  
ADR / IMDG CODE  
TMKTDGM / 2017 / 6711

GÜZEL ENERJİ AKARYAKIT A.Ş.  
Oyak Dragos Plaza Seydi Mh. Tugay Yolu Cd.  
No:10 C Blok Kat:17-18-19/20  
Maltepe / İSTANBUL  
Büyük Mükellefler V.D.: 858 004 4395

## **6.2 Procedures for additional measures to be taken according to seasonal conditions for the loading and unloading of dangerous goods.**

**6.2.1** The loading operations of bulk liquid cargoes are not carried out either in stormy weather or in an open case that will react dangerously during rain if it comes into contact with water.

## **6.3 Procedures for keeping flammable, combustible and explosive loads away from processes that create/can create sparks and not to operate vehicles, equipment or tools that create/can create sparks in dangerous goods handling, stacking and storage areas.**

**6.3.1** Before performing a hot job in our facility, the responsible company officer who will perform the hot job has a written authorization issued by the port administration to perform this hot job. This type of authorization includes the details of the hot workplace as well as the safety measures to be followed.

**6.3.2** In addition to the security measures required by the port administration, additional security measures required by the ship and/or interface are taken, together with the ship and/or interface responsible(s) responsible for the hot work, before starting the hot work.

### **6.3.3 These additional security measures include:**

**6.3.3.1** Frequency of inspection and re-inspection of local areas and adjacent areas, including testing by approved testing organizations to ensure that areas will remain free and free of flammable and/or explosive atmospheres and that there is no oxygen deficiency;

**6.3.3.2 Removal** of dangerous cargoes and other combustible materials from work areas and adjacent areas. Substances to be removed from the said areas; including lime, sludge, sediment and other potentially flammable materials,

**6.3.3.3** Effective protection of combustible building materials (eg beams, wood partitions, floors, doors, wall and ceiling linings) against accidental ignition;

**6.3.3.4 In** order to prevent the spread of flames, sparks and hot particles from work areas to adjacent or other areas; sealing and sealing open pipes, pipe passages, valves, joints, cavities and open parts,

**6.3.4** A copy of the hot work authorization and safety precautions is posted in the area adjacent to the work area, as well as at the entrance to each work area. Authorization and security measures to be taken are posted in a place that can be seen by all employees who will take part in the hot work, and these are clearly understood by the employees.

### **6.3.5 While performing hot work;**

**6.3.5.1** Checks are made to ensure that the conditions have not changed,

**6.3.5.2** At least one suitable fire extinguisher or other suitable fire extinguishing equipment is available for immediate use in the hot workplace,

**6.3.6** With reference to the completion of this work during the hot work and for a sufficient period of time after its completion, an effective fire control is carried out in the hot work area as well as in the adjacent areas where a hazard from heat transfer may occur.

**6.3.7** For additional more detailed information and procedures regarding hot works and processes, the document "International Safety Guidelines for Oil Tankers and Terminals (ISGOTT)" is referred to. In accordance with ISGOTT and Work Permit Procedure, permission is granted for the works to be carried out at the facility and the pier.

**6.3.8** Shore Facility, Occupational Safety Procedure is also applied.

## **7. DOCUMENTATION, CONTROL AND REGISTRATION**

### **7.1 All mandatory documents, information and documents related to dangerous goods, procedures for their supply and control by those concerned.**

**7.1.1** The following documents regarding Dangerous Goods are kept up-to-date.

**IMDG Code** International Code of Dangerous Goods Transported at Sea

**MARPOL 73/78** International Convention for the Prevention of Pollution from Ships, 1973/78 as amended

**SOLAS 74** International Convention for the Safety of Life at Sea 1974 as amended

**ISGOTT** Oil Tankers and Terminals

**7.1.2** Operations Department regarding Dangerous Goods handled at the port;

arriving at the port,

sent from the port,

stored in the terminal,

temporarily stored in the port

It maintains all records related to dangerous cargoes in a way that they can fully create and show when requested.

### **7.2 Procedures for keeping up-to-date list of all dangerous goods and other relevant information in the coastal facility area regularly and completely**

**7.2.1** Dangerous goods inventories are kept up-to-date by the Operations department, including the following information, for the records of dangerous goods handled at our port.

UN Number,

PSN name (Proper Post Name,

Class, (with sub-hazards)

Whether it is a Marine Pollutant,

Buyer,

Sender,

seal number,

Additional Information (Ignition degree, viscosity, etc.)

Where it is stored in the Port Area

Length of stay in port

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

### **7.3 Procedures for controlling that the dangerous goods arriving at the facility are properly defined, the correct shipping names of the dangerous goods are used, certified, packaged/packaged, labeled and declared, and that they are safely**

**loaded and transported in the packaging, container or cargo transport unit in accordance with the rules, and reporting the control results.**

**7.3.1** Dangerous goods to be accepted to the Port in coordination with Planning and Operation checks the accuracy of the following information on the Dangerous cargo documents issued by the Shipper.

UN Number,

PSN name (Proper Post Name,

Class, (with sub-hazards)

Whether it is a Marine Pollutant,

Additional Information (Ignition degree, viscosity, etc.)

Where it will be stored in the Port Area

**7.3.2** This information is controlled by the Coastal Facility officers.

**7.4 Procedures for obtaining and maintaining a safety data sheet (SDS).**

**7.4.1** As of January 1, 2014, by the laws of our country, it is ensured that a Dangerous Goods Safety Data Sheet (SDS) containing the following information is available along with the dangerous goods to be transported in all modes of transport (Road, Railroad, Airway and Seaway).

UN Number,

PSN name (Proper Shipping Name,) (Required for sea freight)

Class, (with sub-hazards)

Packing Group (Class 3)

Whether it is a Marine Pollutant,

Tunnel Restriction Code (Required for road transport.)

**7.4.2** For all Dangerous Goods to be accepted into the port, it is checked that this document is included with the Dangerous Goods.

**7.5 Procedures for keeping records and statistics of dangerous goods.**

**7.5.1** The Administration requested a report containing information about the dangerous goods handled at our Port Facility to be reported to the Port Authority in quarterly periods. Control Results Notification Form for Cargo Transport Units (CTUs) issued by the Operations Department is attached.

**7.5.2** Statistical evaluations from the records of Dangerous Goods handled annually in our port are made by the Departments of Commerce, Operations.

**7.5.3** The monthly counting and control reports of dangerous goods stored in our Port Area are prepared by the operations department and presented to the Management.

**7.5.4** Records and reports are archived by the departments in 5-year periods.

**7.6 Information about the Quality Management System .**

The company has ISO 9001:2015 Quality Management Certificate and it has a certificate authorized by Bureau Veritas valid until 28.03.2025.

**8. EMERGENCIES, EMERGENCY PREPAREDNESS AND RESPONSE**

**8.1 Intervention procedures for dangerous goods that pose/may create risks to life, property and/or the environment and dangerous situations involving dangerous goods.**

**8.1.1 Decision making**

The preventive action options for a given situation depend on a number of factors. In some cases, evacuation may be the best option. In other cases, shelter in place may be the best option.

Sometimes, these two actions can be used together. In any emergency, authorities need to quickly issue instructions to the victims. Subjects will need to constantly hear information and instructions while being protected at the scene or being evacuated.

Proper evacuation in the following elements will determine the degree of effectiveness of evacuation or on-scene protection. The degree of importance of these factors may vary depending on the emergency conditions. In emergencies, other factors may need to be identified and considered. This list shows what information might be needed to make the initial decision.

### **Dangerous materials**

Degree of harm to health

Chemical and physical properties

amount included

Control of hold/release

rate of steam movement

### **Population Exposed to Threat**

where they are found

Number of people

Time available to evacuate or contain them where they are

Possibility to control evacuation or on-site protection

Types and availability of buildings

Private organizations and populations

### **Weather conditions**

Effect on steam and cloud motion

The potential for change

Impact on evacuation or on-site protection

## **8.2 Information on the capability, capability and capacity of the coastal facility to respond to emergencies.**

**8.2.1** The facility has an approved fire plan. Fire fighting teams have been formed for each shift. In planned and unplanned times, training, drills and exercises are carried out within the scope of various scenarios and reports and records are created. Fire-fighting equipment stipulated in the approved plan is kept in full, maintenance controls and tests are carried out.

**8.2.2** The facility has an approved plan for combating Environmental and Marine Pollution. Pollution fighting teams have been formed for each shift. Training and exercises are carried out



twice a year within the scope of a planned scenario, and reports and records are created. Equipment related to Environmental and Marine Pollution is stored in the facility and counted and checked. The facility also has a protocol for material stored in the area to receive support in case of unsatisfactory conditions.

**8.2.3** Response teams are assigned against the spillage of dangerous materials in line with this guideline and in accordance with the IMDG CODE.

### **8.3 Arrangements for first response to accidents involving dangerous goods**

(First aid procedures, first aid possibilities and capabilities, etc.).

From the "Medical First Aid Guide (MFAG)" in the IMDG Code annex and

It is used from the "Emergency Plans (EmS)" in the IMDG Code annex for emergency situations involving dangerous cargoes. It is in clause 10.10.

At the same time, Emergency Response tables are used in ANNEX-5 of the Hazardous Material Emergency Plan.

### **8.4 Notifications to be made inside and outside the facility in case of emergency.**

- a) When the accident occurred,
- b) If the accident is known, how it occurred and the reason,
- c) The place where the accident occurred (Coastal facility and/or ship), its position and area of influence,
- ç) Information, if any, of the ship involved in the accident (Name, flag, IMO number, owner, operator, cargo and quantity, captain's name and similar information),
- d) Meteorological conditions,
- e) UN number of the dangerous substance, proper transport name (based on the legislation specified in the definition of dangerous substance) and amount,
- f) Hazard class of the dangerous substance or sub-hazard division, if any,
- g) Packing group of the dangerous substance, if any,
- ğ) Additional risks of the dangerous substance, such as marine pollutants, if any,
- h) Sign and label details of the dangerous substance,
  - 1) The characteristics and number of the package, cargo transport unit and container in which the dangerous substance is transported, if any,
  - i) Manufacturer, sender, carrier and receiver of dangerous goods,
  - j) The extent of the damage/pollution,
  - k) Number of injured, dead and missing, if any,

Emergency response applications made by the coastal facility for the accident.

## **8.5 Procedures for reporting accidents.**

Dangerous cargo accidents must be reported to the Port Authority and relevant institutions. The report format will be the form specified in APPENDIX-11.16, and will fully cover the following information about the accident.

- a) When the accident occurred,
- b) If the accident is known, how it occurred and the reason,
- c) The place where the accident occurred (coastal facility and/or ship), its position and area of influence,
- ç) Information, if any, of the ship involved in the accident (name, flag, IMO number, owner, operator, cargo and quantity, name of the captain and similar information),
- d) Meteorological conditions,
- e) UN number of the dangerous substance, proper transport name (based on the legislation specified in the definition of dangerous substance) and amount,
- f) Hazard class of the dangerous substance or sub-hazard division, if any,
- g) Packing group of the dangerous substance, if any,
- ğ) Additional risks of the dangerous substance, such as marine pollutants, if any,
- h) Sign and label details of the dangerous substance,
  - 1) The characteristics and number of the package, cargo transport unit and container in which the dangerous substance is transported, if any,
  - i) Manufacturer, sender, carrier and receiver of dangerous goods,
  - j) The extent of the damage/pollution,
  - k) Number of injured, dead and missing, if any,
  - l) Emergency response applications made by the coastal facility for the accident.

## **8.6 Coordination, support and cooperation method with official authorities.**

**8.6.1** All accidents related to Dangerous Goods are primarily coordinated with the Port Authority. By informing the Port Authority, support and cooperation are provided with the Provincial / District Fire Brigade, AFAD and the aid units of the neighboring facilities.

**8.6.2** In case of a possible explosion, fire or emergency in the adjacent facility;

First of all, measures are increased in the facility,

It is ensured that the teams are prepared to assist the neighboring facility,

**8.6.3 Considering** the urgency of the situation and the extent of the danger, when it is evaluated that there is no opportunity or time to seek help, aid and support teams will be assigned to respond to the incident.

**8.6.4** The dangerous cargo area and the class, quantity and danger risk of the loads in the area will be evaluated and preparations will be made for measures such as evacuation, dilution of the loads, and lifting the ship to the anchorage if there is a ship at the interface.

## **8.7 Emergency evacuation plan for emergency removal of ships and vessels from shore facility.**

### **8.7.1 Emergency Disconnect System Preparation**

All emergencies should be reported to the Port Authority authorities. If it is decided to leave the ship urgently, the safe places where the ship can be transported under controlled conditions should be specified by the Port Authority.

The master of the ship and the Coastal Facility will initiate the emergency separation process by mutual agreement in cases where urgent separation is required and will notify the Port Authority as soon as possible. In cases where the severity of the emergency and time permits, a representative from the Port Authority or the Harbor Master, Port Manager/Operation Officer, Ship Captain, Guide Captain will agree on the time and manner of the separation process before the emergency separation is made.

The ship's machinery, steering gear and off-road gear will be made ready for immediate use.

All cargo unloading, ballast operations should be stopped and ready for separation.

The ship's fire circuit will be flooded and water mist will be used for strategic sections.

If venting to the atmosphere is required, engine room personnel should be available, all non-essential receiving inputs should be closed, all safety precautions related to normal operation should be followed, and a warning notice should be issued.

In all emergencies, if the required response exceeds the terminal facilities, the local police or fire department will be notified immediately.

The decision that the ship will be lifted under control is based on the principle of life safety and will also cover the following conditions.

1. Qualification of tugs
2. The ability of the ship to take off under its own power
3. Availability of safe places to proceed or tow a Ship in an emergency
4. Firefighting competence
5. Proximity of other ships
6. Fire Ropes

As long as the ship is in the coastal facility, fire ropes will be kept on the bow and shoulder of the ship on the sea side. (In Bulk Liquid Cargo Ships) The eye of the ropes should be lowered to the sea level and the part above the side will be tightened by wrapping the bollard for at least five turns. The part of the rope above the side will be taut from the father. A rope that can carry the rope will be tied just before the eye of the rope and the eye of the rope will be positioned three meters above sea level. While the ship is at the Shore facility, the eye of the rope will be kept at this level at all times.

### **8.7.2 Realization of Emergency Separation**

When all preparations are deemed appropriate, the ship will be started to be removed immediately.

Emergency Separation procedures will be provided by performing the following procedures in order.

A close coordination and cooperation is required between the Coastal Facility, Ship and Port Authority at each stage.

Emergency Separation Procedures are below.

1. Alarming
2. Vhf, giving information about the emergency via telephone
3. Making the first situation assessment between the ship's captain and the Coastal Facility officer
4. Stopping the operation
5. Implementation of coastal facility and ship emergency plan measures
6. The worsening of the current situation and the existence of the above emergency separation conditions.
7. Evaluation of the situation between the ship's master, the Coastal Facility officer, the port authority or the Harbor Master, the pilot
- 8 Deciding on an emergency separation
- 9 Notification of environmental facilities and other ships
10. The tugboats are deployed for emergency separation around the ship, complete their preparations and indicate their readiness
11. The captain of the ship completes the preparations for the ship and states that it is ready.
12. Approval of the opening of the release hooks by the authorized person

**CAUTION !**

**APPLICATION OF THE SHIP EMERGENCY SEPARATION PROCESS AS A LAST REMEDY**

**NOT RELEASE THE SEPARATION HOOKS UNLESS ALL PRECAUTIONS ARE TAKEN AND THE ABOVE CONDITIONS Fulfilled.**

### **8.7.3 Post Emergency Separation**

After the ship separation process, the ship is towed and the place to be taken is decided and declared,

Transfer / mooring of the ship to the allocated area, accompanied by tugboats or with its own machinery,

Detection of a possible damage or deficiency by examining the Coastal Facility,

Evaluation of the time when the ship and shore facility will be ready for cargo handling again,

Sharing the negativities, if any, that occurred during the emergency departure,

An agreement has been made between the pilotage and tugboat organization and the coastal facility authorities for fire, explosion and similar emergencies that may occur during loading/evacuation.

In accordance with the protocol signed with the authorized company, tugboats with sufficient towing power and number equipped to fight fires according to the weather and sea conditions reach the scene as soon as possible in case of emergency in order to quickly move the ship away from the facility and tow it to a safe point.

## **8.8 Procedures for the handling and disposal of damaged dangerous cargoes and waste contaminated by dangerous cargoes.**

### **8.8.1 Waste Collection and Transport**

**8.8.1.1** The wastes generated are collected separately in waste bins according to their types, transported and stored appropriately. Wastes generated as a result of maintenance activities are also considered within this scope.

**8.8.1.2 If** an additional waste class is determined to the existing waste classes, it is integrated into the system.

### **8.8.2 Disposal of Waste**

**8.8.2.1** According to whether the collected wastes are non-hazardous or hazardous wastes, the wastes are sold and removed from the facility with contracted organizations in accordance with legal recovery/disposal methods.

**8.8.2.2** The possibilities of all contractors and carriers within the scope of waste management to transport and/or dispose of wastes with appropriate methods are examined.

**8.8.2.3** If contracting services are received for the transportation, sale and/or

disposal/recovery of wastes, it is evaluated in terms of whether they fulfill their legal obligations and the methods of performing waste recycling and disposal operations without harming the environment.

**8.8.2.4 It** is mandatory to keep all records of waste disposal.

### **8.8.3 Contaminated Packages;**

**8.8.3.1** These wastes are empty drums. When it occurs, it is left in the contaminated packaging area at the waste site and within the period specified in the legislation, the Environmental Consultancy Firm and the Environmental Management System Officer contact the contracted and licensed company and a request is created through the Motat system, by the waste producer, carrier, and disposal and recycling company. is confirmed. Approved records are stored on the system.

**8.8.3.2** Contaminated Waste; These wastes are used gloves, oakum and workpieces. When it is formed, it is collected in the barrel with the name of the waste at the exit of the production-warehouse and taken to the waste area. Within the period specified in the legislation, the Environmental Consultancy Firm and the Environmental Management System Officer contact the contracted and licensed firm and a request is created through the Motat system, and it is approved by the waste producer, carrier, and disposal and recycling company. Approved records are stored on the system.

## **8.9 Emergency drills and their records.**

### **8.9.1 Practice Practices;**

In order to be prepared for emergencies within the facility, the personnel in the emergency organization are prepared for their duties with various trainings. Trainings are carried out with the support of specialist organizations when necessary. In this context, the relevant personnel at the port received IMDG CODE training on Dangerous Goods and was certified. It is planned to carry out and implement the drills in order to test the adequacy of the emergency plans and to be prepared for real situations, according to the worst scenarios that may occur at the facility.

### **8.9.2 Training Scenarios;**

In the exercise planning, the worst scenario is foreseen as a single event or a combination of events that the port may encounter. In line with the prepared scenarios, exercises are implemented in the fastest and most effective way.

### **8.9.3 Emergency Drills to be held within the Port's Coastal Facility;**

**8.9.3.1 The** port is specified in the annual training plans .

**8.9.3.2** It can be planned as a local or general intervention,

**8.9.3.3** Safety, spill etc. can be combined into exercise scenarios,

**8.9.3.4** Drills can be made with or without notice.

**8.9.3.5 The drills** are based on various emergency scenarios.

**8.9.3.6** Desserts can be made in practice, as well as in desk, seminar style,

**8.9.3.7** Different time, day, season and event scenarios are prepared for each drill.

## **8.10 Information on fire protection systems.**

Emergency and fire equipment are as follows:

Fire Hydrants, Fire Extinguishers, Fire Cabinets and Fire Hoses, Field Fire Alarm Detectors, Electric and Diesel Fire Pumps

The fire inventory is the same as in the emergency plan.

## **8.11 Procedures for the approval, inspection, testing, maintenance and availability of fire protection systems.**

### **8.11.1 Fire Water Tanks and Fire Water**

**8.11.1.1** In order to prevent algae and sludge formed at the bottom or sides of the tank from creating a hazard during a fire, it should be emptied and cleaned at least once a year. During the emptying of the pools, the intake valve, check valve and filters are maintained.

**8.11.1.2** In case of rapid drops in the water level, the leak location should be investigated and the malfunction, if any, should be corrected due to the possibility of leakage.

**8.11.1.3** As a result of the annual checks to be made, if necessary, internal cleaning and maintenance should be carried out in closed warehouses.

### **8.11.2 Fire Water Pumps**

**8.11.2.1** In addition to the planned maintenance, the issues to be considered regarding the operation of the fire pumps and the elimination of possible malfunctions are listed below.

**8.11.2.1.1** It should be checked that the thrust bolts of the shaft seal bearings of the pumps are mutually tight so that the pump can be easily turned by hand. It is normal for water to drip from the packing bearings during the operation of the pump. In order to prevent this water from flowing to the floor, it should be connected to the drainage with a thin pipe from the threaded mouth under the bearing console.

**8.11.2.1.2** Fire water pumps are operated for at least 1 hour a week and recorded.

**8.11.2.1.3** **It must be ensured** that the pump and suction pipe are completely filled with water. If this is suspected, water should be filled by opening the water filling plug and the air intake taps, until the water overflows from the air intake taps, and the plug should be tightened when the water stops at the plug level.

**8.11.2.1.4** Pump motors will draw more than normal current due to inrush current at the first moment of operation. When all pumps start working at the same time, due to the high current to be drawn, disjunctors may trip or major malfunctions may occur in the diesel generator. For this reason, the time relays that regulate the transition from star to delta in the protective switches

that drive the pump motors should be adjusted according to different and appropriate time intervals according to the number of pumps and the amount of pumps to be activated at the same time, and the pumps should be activated sequentially.

**8.11.2.1.5** After the above preparation and controls are done, the pumps are started by pressing the drive switches. During operation, the electric motor voltage and the amperage it draws should be checked from time to time. If the amp draw is high in normal operation, the causes should be investigated and rectified. There may be a fault or mechanical stress in the pump or motor. Voltages below normal can pose a danger to the motor.

**8.11.2.1.6** Manometers should be kept under constant control and one or more of the pumps should be stopped in case of excessive pressure rises.

**8.11.2.1.7** The discharge pipes of the pumps must be equipped with a valve first and a check valve after the valve.

**8.11.2.1.8** Check valve in the discharge pipe of the pump that does not work; If the materials such as paper, garbage, stone pieces, moss and slime are jammed and prevent the check valve from closing completely, some of the water pumped by the other pumps passes through these inoperative pumps and suction pipes, and is pushed back into the pool. This fault, which restricts the required water flow in the event of a fire, must be eliminated. If a rotation is observed in the couplings of some of the non-operating pumps during the operation of some pumps, it should be considered as an indication of the existence of the above-described fault in these pumps.

**8.11.2.1.9** It should be ensured that the pump and motor rotate in the right direction during operation. For this reason, the direction of rotation must be drawn on the couplings and the control must be done accordingly.

**8.11.2.1.10** During the operation of the pumps, the temperature of the pump and motor bearings can be hot enough to withstand the hand. If the temperature is high, it may be due to internal mechanical stress or coupling misalignment. In such cases, the pump must be stopped immediately and the fault must be corrected.

**8.11.2.1.11** In pumps driven by a diesel engine, the engine must be started in accordance with the special instructions.

**8.11.2.1.12** If any deficiencies or malfunctions are detected as a result of the control, they are corrected by the responsible persons.

### **8.11.3 Sprinkler Installation**

**8.11.3.1** The most important point to be considered and the maintenance to be done in the sprinkler installation is to prevent the sprinkler heads from clogging. To ensure this, the sprinkler must be operated in accordance with the standards/legislation and it must be ensured that it is in working order. Sufficient sprinkler heads should be kept as spares in each facility, and in case of a failure, they should be replaced with new ones, and the defective ones should be repaired and backed up.



## **8.11.4 Fire Hydrant Installation**

**8.11.4.1** Rain water should be prevented from entering the fire hydrant hose cabinets, the hoses should be intact, strong and tightened sufficiently. At least one of the hoses should always be kept connected to the fire valve.

**8.11.4.2** Fire valves must be fault-free and leak-proof. Defective nozzles, valves, hoses will be promptly replaced with new ones, and faults should be repaired and backed up. For this reason, a sufficient amount of hoses, nozzles, fire valves, clamps, couplings and spare materials should be available in each facility. In the fire installation, it is not allowed to wait for the fault for any reason.

**8.11.4.3 While** the malfunctions detected following the drills are eliminated, the working fire hoses should not be placed in the cabinets when they are wet and contain water. Facilities should provide suitable hose hanger assemblies to completely drain and dry the water inside the hoses and should not put them back in place without making sure that the hose is thoroughly dried. If sea water has been pumped with hoses, they must first be washed with fresh water and dried in a cool-windy place.

**8.11.4.4** All pipes of the fire hydrant and sprinkler installation should be inspected every three months, rusted parts must be painted, rotten parts must be replaced with new ones, valves and check valves must be checked and faults must be corrected.

**8.11.4.5** If any deficiencies or malfunctions are detected as a result of the inspection of all fire hydrants, hoses and nozzles, they are repaired by the relevant responsible persons.

## **8.11.5 Portable Fire Extinguishers**

**8.11.5.1 Sufficient** spare devices should always be available in plant warehouses for malfunction, control or maintenance. For the above-mentioned purposes, spares should be put in place of the extinguishers taken from their place in order.

**8.11.5.2** All fire extinguishers are eye-examined and checked on a monthly basis. After the control, the extinguishers are marked. During the control, especially dry powder extinguishers are turned upside down and tapped lightly on the base, thus allowing the powder in the tube to move. Otherwise, the powder inside the extinguishers, which remain in the same position for a long time, may settle to the bottom and solidify. If any deficiencies or malfunctions are detected as a result of the control, they are corrected by the relevant responsible persons.

**8.11.5.3** Fire extinguishers are subject to a general control once a year, according to the TS ISO 11602-2 Fire Protection: Portable and Wheeled Fire Extinguishers standard. Fire extinguishers are tested by the relevant company at intervals not exceeding 1 year, and chemical powder is checked at the end of the 1st year.

## **8.11.6 Frost Protection**

### **8.11.6.1 Protection of Generators**

**8.11.6.1.1 When** the outside temperature drops below +4C in winter, the water may start to freeze. For this reason, the radiators of generators with water-cooled engines should be secured with antifreeze.

### **8.11.6.2 Protection of Fire Water Pumps**

**8.11.6.2.1** Fire water pumps and suction pipes are always filled with water. Therefore, the ambient temperature should not fall below +4C.

### **8.11.6.3 Protection of Fire Water Distribution Pipes**

**8.11.6.3.1** The exposed main and branch pipes must be protected against freezing up to the hydrant taps. Therefore, the lines are protected against freezing either by means of insulation or by laying them underground.

## **8.12 Precautions to be taken in cases where fire protection systems do not work.**

**8.12.1** Facility fire fighting equipments are systems that back up each other and are installed as alternatives to the other.

**8.12.2** In cases where the facility's own fire fighting equipment does not work or is insufficient, the support of neighboring facilities, Fire Brigades and AFAD Units will be requested.

**8.12.3** It is ensured that other dangerous and flammable materials/vehicles that are likely to be affected by fire are removed from the area, if possible.

**8.12.4** The conditions under which assistance and support will be provided, and

It may be necessary to make a protocol that determines the scope.

**8.12.5** Marine firefighting tugboats or marine vehicles in the Region capabilities should also be taken into account.

## **9. OCCUPATIONAL HEALTH AND SAFETY**

### **9.1 Occupational health and safety measures.**

The Port Facility Management is obliged to take all necessary measures to prevent the employees from being affected by these substances when working with hazardous chemical substances, to minimize this if it is not possible, and to protect the employees from the dangers of these substances.

#### **9.1.1 Risk assessment**

**9.1.1.1** The Port Facility Management, in order to determine whether there is dangerous chemical substance in the port facility and to determine the negative effects in terms of health and safety of the employees, in case of dangerous chemical substance, published in the Official Gazette dated 29/12/2012 and numbered 28512. It is responsible for making a risk assessment in accordance with the provisions of the Safety Risk Assessment Regulation.

**9.1.1.2** In the risk assessment to be made in working with chemical substances, the following points are particularly taken into account:

**9.1.1.2.1** Hazards and damages of the chemical substance in terms of health and safety.

**9.1.1.2.2** Turkish material safety data sheet (SDS) to be obtained from the manufacturer, importer or seller.

**9.1.1.2.3** Type, level and duration of exposure.

**9.1.1.2.4** Amount of chemical substance, conditions of use and frequency of use.

**9.1.1.2.5** Occupational exposure limit values and biological limit values given in the annexes of this Regulation.

**9.1.1.2.6** The effect of preventive measures taken or to be taken.

**9.1.1.2.7** Results of previous health surveillance, if any.

**9.1.1.2.8** In works with more than one chemical substance, each of these substances and their interactions with each other .

**9.1.1.3** Port Facility Management obtains additional information required for risk assessment from the supplier or other sources. This information also includes special risk assessments of chemicals, if any, included in the current legislation for users.

**9.1.1.4** A new activity involving dangerous chemicals can only be started after taking all kinds of precautions determined by risk assessment .

**9.1.1.5** Precautions to be taken when working with dangerous chemical substances

**9.1.1.5.1** Risks in terms of health and safety of employees working with hazardous chemical substances are eliminated or minimized by the following measures:

**9.1.1.5.2** Appropriate arrangement and work organization is made at the port facility.

**9.1.1.5.3 Working** with dangerous chemicals is done with a minimum number of employees.

**9.1.1.5.4** It is ensured that the amount of substances that the workers will be exposed to and the exposure times are at the minimum level possible.

- 9.1.1.5.5** The amount of chemicals to be used in the port is kept to a minimum.
- 9.1.1.5.6** Workplace buildings and annexes are kept neat and clean at all times.
- 9.1.1.5.7** Appropriate and sufficient conditions are provided for the personal cleaning of the employees.
- 9.1.1.5.8** Necessary arrangements are made for the most appropriate processing, use, transportation and storage of hazardous chemicals, waste and residues at the Port facility.
- 9.1.1.5.9** By applying the substitution method, a non-hazardous or less dangerous chemical substance is used in terms of the health and safety of the employees instead of the dangerous chemical substance. If the substitution method cannot be used due to the nature of the work, the risk is reduced by taking the following measures according to the result of the risk assessment and in order of priority:
- 9.1.1.5.10** Appropriate process and engineering control systems are selected and appropriate machinery, materials and equipment are used in working with hazardous chemicals, including maintenance and repair works that may pose a risk to the health and safety of employees, and taking into account technological developments.
- 9.1.1.5.11** In order to prevent the risk at its source; Collective protection measures such as proper work organization and establishment of adequate ventilation systems are implemented.
- 9.1.1.5.12** In cases where the measures taken for the collective protection of employees from the negative effects of hazardous chemicals are not sufficient, personal protection methods are applied together with these measures.
- 9.1.1.6** Adequate control, supervision and surveillance is provided to ensure the effectiveness and continuity of the measures taken.
- 9.1.1.7** The Port Facility Management ensures that the chemical substances that may pose a risk to the health of the employees are regularly measured and analyzed. These measurements are repeated when there is any change in the conditions that may affect the exposure of the workers to the chemical substances in the port facility. The measurement results are evaluated by taking into account the occupational exposure limit values specified in the annexes of this Regulation.
- 9.1.1.8** The Port Facility Management also considers the specified measurement results. In every case where occupational exposure limit values are exceeded, the Port Facility Management takes protective and preventive measures to eliminate this situation as soon as possible.
- 9.1.1.9** Without prejudice to the provisions of the Regulation on the Protection of Employees from the Dangers of Explosive Environments published in the Official Gazette dated 30/4/2013 and numbered 28633, the Port Facility Management, based on the risk assessment results and risk prevention principles, In order to protect it from dangers, it takes technical measures and makes administrative arrangements in accordance with the following priority order, in accordance with the nature of the work performed, including the processing, storage, transportation of these substances and the prevention of contact of chemical substances that may affect each other:
- 9.1.1.9.1** In the port facility, dangerous concentrations of flammable and explosive substances and chemically unstable substances are prevented from being present in dangerous quantities. If this is not possible,

**9.1.1.9.2** The presence of ignition sources that may cause fire or explosion in the port facility is prevented. Conditions that may cause harmful effects of chemically unstable substances and mixtures are eliminated. If this is not possible,

**9.1.1.9.3** Necessary measures shall be taken to prevent or minimize the harm to employees from the harmful physical effects of fire or explosion caused by flammable and/or explosive materials or chemically unstable substances and their mixtures.

**9.1.1.10** The design, manufacture and supply of protective systems provided for the protection of work equipment and employees are carried out in accordance with the legislation in force in terms of health and safety. The Port Facility Management ensures that all equipment and protective systems to be used in explosive atmospheres comply with the provisions of the Regulation on Equipment and Protective Systems Used in Possible Explosive Environments (94/9/AT) published in the Official Gazette dated 30/12/2006 and numbered 26392 4 repeated. .

**9.1.1.11** Arrangements are made to reduce the effect of burst pressure.

**9.1.1.12 It is ensured** that the facility, machinery and equipment are kept under constant control.

**9.1.1.13** Minimum safety distances are observed in the placement of storage tanks with liquid oxygen, liquid argon and liquid nitrogen in workplaces.

## **9.1.2 Emergency situations**

**9.1.2.1** Port Facility Management, without prejudice to the issues stated in the Regulation on Emergency Situations at Workplaces published in the Official Gazette dated 18/6/2013 and numbered 28681, in emergency situations that may arise from dangerous chemicals in the port facility, the following issues are particularly taken into account:

**9.1.2.1.1** Preventive measures to reduce the negative effects of emergencies are taken immediately and employees are informed of the situation. Necessary work is carried out to ensure that the emergency situation returns to normal as soon as possible, and only employees assigned in emergencies for maintenance, repair and mandatory works and teams from outside the workplace are allowed to enter the scene.

**9.1.2.1.2** Persons who are allowed to enter the affected area are given appropriate personal protective equipment and special safety equipment and are provided to use them as long as the emergency continues. Persons without appropriate personal protective equipment and special safety equipment are not allowed to enter the affected area.

**9.1.2.1.3** Information on hazardous chemicals and emergency response and evacuation procedures are available for use. Employees assigned in emergencies at the port facility and organizations operating in areas such as first aid, emergency medical intervention, rescue and firefighting outside the workplace are provided with easy access to this information and procedures. This information;

**9.1.2.1.3.1** The hazards, precautions to be taken and the work to be done so that the employees assigned in emergencies at the port facility and the organizations operating outside the workplace such as first aid, emergency medical intervention, rescue and fire fighting can be ready in advance and make appropriate interventions,

**9.1.2.1.3.2** Information about the special hazards and the work to be done in an emergency,

### **9.1.3 Training and informing of employees**

**9.1.3.1** The Port Facility Management provides the training and informing of the employees and representatives, without prejudice to the issues specified in the Regulation on the Procedures and Principles of Occupational Health and Safety Training of Employees dated 15/5/2013 and numbered 28648. These trainings and briefings include in particular the following:

**9.1.3.1.1** Information obtained as a result of risk assessment.

**9.1.3.1.2 Information** on the identification of dangerous chemical substances present or that may arise in the port facility, health and safety risks, occupational diseases, occupational exposure limit values and other legal regulations.

**9.1.3.1.3** Necessary measures and actions to be taken so that employees do not endanger themselves and other employees.

**9.1.3.1.4** Information on material safety data sheets in Turkish provided from the supplier for hazardous chemicals.

**9.1.3.1.5** Information on labeling/locking in accordance with the legislation on sections, containers, piping and similar installations containing hazardous chemicals.

**9.1.3.2** The training and information to be given to the employees or their representatives in working with hazardous chemicals will be in the form of training supported by verbal instructions and written information, depending on the degree and nature of the risk arising as a result of the risk assessment. This information is updated according to changing conditions.

### **9.2 Information on personal protective clothing and procedures for using them.**

#### **Level A**

Area of use : Events requiring high level of protection of skin, respiratory, eye etc. – Gas-tight.

Positive pressure Scuba Breathing apparatus – SCBA

Fully protective clothing against chemicals

Gloves, chemical resistant inside

Glove, outside chemical resistant

Boots or boots, chemical resistant, steel heels

Underwear, cotton, long sleeves and long legs

Hard Head

long sleeve

Two-way radio communication (Non-Sparking)

## **Level B**

Minimum level required for entry and exit to the scene, but rather for spillage of liquids.

Positive pressure Scuba Breathing apparatus – SCBA

Chemical protective clothing

Gloves, chemical resistant inside

Glove, outside chemical resistant

Boots or boots, chemical resistant, steel heels

Hard Head

Two-way radio communication (Non-Sparking)

Face mask

## **Level C**

It is used when the chemical in the environment is known, the concentration is determined, and it is decided that the skin and eyes will not be harmed. However, continuous measurement should be made.

→Full mask, air-purifying filter

→ Protective clothing against chemicals

→Gloves, chemical resistant inside

→Gloves, chemical resistant on the outside

→Boots or boots, chemical resistant, steel heels

→Hard Head

→Two-way radio communication (Non-Sparking)

→Face Mask

## **Level D**

Work clothes (emergency responders). Requires long sleeves and safety shoes/boots. Other Personal protective equipment varies according to the situation. If there will be a problem in contact with the skin, such clothes should not be entered into the scene.

### **9.3 Confined space entry clearance measures and procedures.**

**9.3.1** No work will be done alone in closed area works

**9.3.2** Working information will be given to the area manager where the closed area is located.

**9.3.3** It will be announced at regular intervals on the announcement system for the port where work is carried out in the closed area.

**9.3.4** Indoor work will be planned in advance and the work duration, time interval and nature of the work will be notified in writing to the relevant department chief and the management.

**9.3.5** Areas of indoor work will be marked with warning signs.

**9.3.6** If it can be taken in indoor work, it will be ensured that the entrance and exit of the area remain open until the end of the work and measures will be taken to prevent the closing of the entrance and exit of the area without the intervention of the person working in the indoor area.

**9.3.7** Working will not be started without taking precautions to protect the health of the employee in the closed area, if a situation that may cause health problems arises, the work will be interrupted and the work will be stopped until a healthy environment is established.

**9.3.8** Working procedures in the closed area will be taught to the personnel who will work and work will be allowed after they are signed.

**9.3.9** **During** the indoor work period, it will be ensured that the work control and security measures are checked at certain intervals.

**9.3.10** The oxygen level of the indoor area will be measured continuously, the work will be interrupted when the oxygen level drops and the indoor area will be ventilated during the work.



## **10. OTHER MATTERS**

### **10.1 Validity of Dangerous Goods Conformity Certificate.**

#### **10.2 Tasks defined for Dangerous Goods Safety Advisor.**

The main duty of the consultant, under the responsibility of the business manager, is to assist in the execution of these activities in the safest way, in accordance with the applicable obligations, with appropriate tools and actions within the relevant activity limits of the business in question.

#### **In terms of activities within the business, the specific duties of a consultant are:**

- Monitoring compliance with the requirements for the carriage of dangerous goods;
- Providing suggestions to the business regarding the transportation of dangerous goods;
- Preparing an annual report to the management of the enterprise, or to a local public institution, on the activities of the business within the scope of the transportation of dangerous goods. Preparing quarterly reports to be submitted to Port Authorities.
- Accompanying TYUB Audits.

#### **The duties of the consultant also include monitoring the following practices and methods related to the relevant activities of the enterprise;**

- Compliance procedures with the requirements governing the identification of dangerous goods transported;
- Whether the entity has taken into account the special requirements regarding the dangerous goods transported when purchasing means of transport;
- Used in the transport, packaging, filling, loading and unloading of dangerous goods equipment control procedures;
- Appropriate training of employees of the enterprise, including changes in legislation, and keeping records of such training;
- In the event of an accident or an event affecting safety during the transport, packaging, filling, loading or unloading of dangerous goods, appropriate emergency implementation of procedures;
- During the transport, packaging, filling, loading or unloading of dangerous goods investigating serious accidents, incidents, or serious violations that occurred; and preparation of reports when necessary;
- Take the necessary measures against the reoccurrence of accidents, incidents or serious violations.  
its implementation;
- Dangerous in the selection and use of subcontractors or third parties  
the extent to which legal rules and special requirements regarding the transport of goods are taken into account;
- Sending, transporting, packaging, filling, loading or unloading dangerous goods  
Detailed information on operational procedures and instructions of employees involved in the evacuation  
verifying that they have the information;
- Taking measures to be better prepared for the risks involved in the transport, packaging, filling, loading or unloading of dangerous goods;
- Documents and safety equipment required during transportation,  
implementation of verification procedures to ensure that  
compliance of equipment with regulations;

- Implementation of verification procedures to ensure compliance with the requirements governing packaging, filling, loading and unloading;
- Availability of the security plan specified in 1.10.3.2.

### **10.3 Issues regarding those carrying dangerous goods that will arrive/leave the coastal facility by road**

**(Documents required to be kept by road vehicles carrying dangerous goods when entering/exiting the port or coastal facility area, equipment and equipment these vehicles must have, speed limits in the port area, etc.).**

#### **10.3.1 Documents required**

Dangerous Goods Declaration, Dangerous Goods Transport Waybill, Multi-Mode Dangerous Cargo Form, Dangerous Cargo Manifest, Packaging and Container/Vehicle Loading Certificate  
Safety Data Sheet,

Transport document showing exemption for transports within the scope of ADR/RID/IMDG Code 3.4 and 3.5, transport document showing exemption for transports within the scope of ADR 1.1.3.6,

Valid and suitable SRC 5 certificate for transport within the scope of ADR, ADR written instruction, Vehicle Conformity Certificate suitable for transport and valid, Transport document

#### **10.3.2 Speed Limit in Coastal Facility**

The speed limit in our Coastal Facility is 20 Km.

### **10.4 Issues regarding those carrying dangerous goods that will arrive/leave the coastal facility by sea**

**(Day/night signs to be displayed by ships and sea vehicles carrying dangerous goods at the port or coastal facility, cold and hot working procedures on ships, etc.).**

#### **10.4.1 Arrival by Sea**

##### **10.4.1.1 Dangerous Liquid Bulk Cargoes:**

**10.4.1.1.1** Ship's name and ship's IMO number, agency and ETA are normally notified to the Shore Facility no later than 24 hours prior to arrival.

**10.4.1.1.2** A list showing the product name of the dangerous goods and other information required by the relevant IMO Rules is notified to the Coastal Facility by the agency.

**10.4.1.1.3 For** the cargo, a valid International Certificate of Conformity for the Bulk Transport of Hazardous Chemicals or a valid Certificate of Conformity for the Transport of Hazardous Bulk Chemicals, as appropriate, the International Pollution Prevention Certificate for the Carriage of Liquid Bulk Substances Harmful to Health (NLS Certificate), and / or the International Fuel Pollution Prevention Certificate must be kept on board;

**10.4.1.1.4** Dangerous cargoes to remain on board should be indicated by referring to their numbers in the list;

**10.4.1.1.6** Any known defect that may affect the safety of the port area or the ship is reported.

**10.4.1.1.7** Additional information that can be submitted to the port administration before dangerous goods are brought to or removed from the port area are specified in ISPS Code Part B.

#### **10.4.2 Movement by Sea**

##### **10.4.2.1 Dangerous Liquid cargoes:**

**10.4.2.1.1** As required by regulatory committees, the name of the ship and the IMO number of the ship, the agency and the estimated time of departure (ETD) should be reported to the Port Authority by the agency.

**10.4.2.1.2** A list showing the product name of dangerous liquid cargoes and other information required by the relevant IMO rules should be submitted to the Port Authority by the agency.

**10.4.2.1.3** For the cargo, an International Certificate of Conformity for the Transport of Hazardous Bulk Chemicals or a valid Certificate of Conformity for the Carriage of Hazardous Bulk Chemicals, whichever is appropriate, the International Pollution Prevention Certificate for the Carriage of Liquid Bulk Substances Harmful to Health (NLS Certificate) and/ or the International Fuel Pollution Prevention Certificate must be on board;

**10.4.2.1.4** Stacking or location of dangerous goods on the ship should be kept on board within the plan.

#### **10.5 Additional matters to be added by the coastal facility.**

## **ATTACHMENTS:**

- 1- General site plan of the coastal facility
- 2- General view photograph of the coastal facility
- 3- Emergency Contact Points and Contact Information
- 4- General Layout of Areas where Dangerous Goods are Handled
- 5- Fire Plan of the Areas where Dangerous Goods are Handled
- 6- General Fire Plan of the Facility
- 7- Emergency Plan
- 8- Emergency Assembly Places Plan
- 9- Emergency Management Chart
- 10- Dangerous Goods Handbook
- 11- Inventory of Port Service Ships
- 12- Sea coordinates of the administrative borders of the Port Authority, anchorage areas and the pilot's disembarkation/embarkation points
- 13- Emergency response equipment against marine pollution in the coastal facility
- 14- Personal protective equipment (PPE) usage map
- 15- Dangerous cargo events notification form
- 16- Other required annexes
- 16-1 MFAG Chart
- 16-2 EmS
- 17- Dangerous Goods Handling Guide Additional Cargo Notification (When necessary)  
This guide is the Dangerous Cargo Handling Guide Implementation Instruction No. E-63137251-010.07.01-281879 dated 20.04.2022, Directive on the Arrangement of the Coastal Facility Dangerous Cargo Conformity Certificate published with the Minister's Approval dated 31/5/2022 and numbered 330837, IMDG CODE, MSC.1/Circ.1216 and ERG 2012 documents were consulted and prepared using the information.

Hazardous Substance Security Consultant

Coastal Facility Officials

Ozan Senem  
TMGD / DGSA  
ADR / IMDG CODE  
TMKTDGM / 2017 / 6711

GÜZEL ENERJİ AKARYAKIT A.Ş.  
Oyak Drageo Plaza Seydi Mh. Tuğay Yolu Cd.  
No:10 Çelik Kat:17-18-19-20  
Maltepe / İSTANBUL  
Büyük Mükellefler V.D.: 858 004 4395