



Marine Terminal Information Booklet

Guidelines and Recommendations

(First edition 2018)



Issued by the

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Abbreviations

COW	Crude Oil Washing
DWT	Deadweight Tonnage
ESD	Emergency Shutdown
H ₂ S	Hydrogen Sulphide
ICE	In Case of Emergency
ISGOTT	International Safety Guide for Oil Tankers and Terminals
LOA	Length Overall
MAWP	Maximum Allowable Operating Pressure
MTIS	Marine Terminal Information System
MTMSA	Marine Terminal Management and Self Assessment
MTPQ	Marine Terminal Particulars Questionnaire
PMB	Parallel Mid Body
PPE	Personal Protective Equipment

Glossary

Best practice OCIMF views this as a method of working or procedure to aspire to as part of continuous improvement.

Guidance Provision of advice or information by OCIMF.

Recommendations OCIMF supports and endorses a particular method of working or procedure.

1 Introduction

A vessel's arrival into port is a high-risk activity, particularly on its first call. This risk can be reduced by pre-planning and ensuring that the vessel's personnel are fully aware of port and terminal requirements. Providing accurate and up-to-date terminal, berth and port information is important to ensure safe interactions between vessels and terminals. This information should be provided in a standard format so that personnel can easily find it and become familiar with it. The exchange of information is necessarily two-way, so port authorities and terminal operators will also ask Masters for information about the vessel and crew.

This information paper provides a template for presenting important terminal and port information in a consistent, summarised form for easy reference by vessel personnel, vessel owners, operators, charterers and others. Terminal operators are recommended to copy this document for their own use. Any additional policies or procedures that are terminal- or region-specific should be included. Although some terminals may need to make changes to the format, OCIMF recommends that, for consistency, changes are kept to an absolute minimum.

OCIMF recommends that berth limitation is indicated by maximum displacement, Length Overall (LOA), beam, draft, freeboard and/or other important physical characteristics. Using summer Deadweight Tonnage (DWT) is not recommended as this may not indicate the vessel's true size. This information should be provided in good time to allow a vessel to prepare for arrival at the berth and should be kept readily available for emergency instructions and contacts while the vessel is moored.

The port section should be completed in full when the terminal operator is also the port authority and has responsibility for port approaches. Only include port information if a terminal operator has reliable and up-to-date access to it. Otherwise, include details of where it can be found.

Because this terminal information is crucial to overall ship/shore safety, OCIMF recommends sharing information using the online Marine Terminal Information System (MTIS), available at www.ocimf.org/mtis. MTIS is capable of including terminal and port information via the Marine Terminal Particulars Questionnaire (MTPQ). The terminal information booklet can also be attached as a document within MTIS for information sharing. MTIS is described as part of an effective terminal safety management system in the *Marine Terminal Management and Self Assessment (MTMSA)* guide.

The pre-arrival information exchange required by the vessel and terminal is detailed further in *International Safety Guide for Oil Tankers and Terminals (ISGOTT)*.

This paper replaces the previous OCIMF paper, *Port and Terminal Information*, dated 1 September 1997.

2 Template for a marine terminal information booklet

2.1 Front page

Terminal name

Key contacts

- In Case of Emergency (ICE).
- Terminal address and phone number(s).
- Radio contact(s).
- Harbour Master/port authority.
- Agent(s).
- Pilots.

2.2 Table of contents

Revision history

Section 1: Emergency procedures

- 1.1 General (alarms, contacts, pollution response equipment description, safety equipment, maps/locations)
- 1.2 Oil spill and vapour release
- 1.3 Fire and explosions
- 1.4 Evacuation (evacuation route and muster point map)
- 1.5 Collision/damage to berth
- 1.6 Medical emergency
- 1.7 Security breach
- 1.8 Person overboard
- 1.9 Vessel breakout or drift along berth
- 1.10 Emergency Shutdown (ESD)
- 1.11 Incident notification policy

Section 2: Health, safety and security policies

- 2.1 Personal Protective Equipment (PPE) requirements
- 2.2 Terminal access/crew to shore/visitors to vessel
- 2.3 Vessel/terminal security interface (Declaration of Security)
- 2.4 Drugs/alcohol
- 2.5 Smoking
- 2.6 Portable electronic equipment and naked lights
- 2.7 Repairs while alongside (state of engine readiness, etc.)
- 2.8 Provisions and stores (other craft alongside)
- 2.9 Safety data sheets
- 2.10 Benzene and Hydrogen Sulphide (H₂S)
- 2.11 Static accumulator

Section 3: General information

- 3.1 Terminal location (description and maps)
- 3.2 Terminal layout (description and maps)
- 3.3 Hours of operation
- 3.4 Local time
- 3.5 Vessel/shore communications policy
- 3.6 Language spoken
- 3.7 Vessel acceptance/clearance/vetting conditions
- 3.8 Useful telephone numbers
- 3.9 Environmental (weather, tides, etc.) monitoring procedures

Section 4: Berth information

- 4.1 Berth no.1 description and parameters
 - Products handled.
 - Length Overall (LOA).
 - Maximum beam.
 - Maximum arrival displacement.
 - Maximum displacement.
 - Minimum Parallel Mid Body (PMB).
 - Controlling depth.
 - Water density.
 - Maximum draft.
 - Load rates.
 - Discharge rates/Maximum Allowable Working Pressure (MAWP).
 - Hose(s) and/or arm(s) size.
 - Vessel crane requirements.
 - Vapour recovery.
 - Safe working load of mooring components.
 - Other relevant compatibility information.
- 4.2 Berth no.2 description and parameters
 - Specific list as above.

Section 5: Pre-arrival communications

- 5.1 Pre-arrival information exchange requirements from terminal to vessel and communications process
 - Water depths (channel and berthing pocket(s)); controlling depth/maximum draft.
 - Pilotage procedures/anchorage.
 - Tug requirements.
 - Vessel displacement and dimensional limitations per berth.
 - Minimum mooring requirements per berth and typical mooring diagrams per berth.
 - Line handling procedures.
 - Berthing manoeuvres/approach speeds.
 - Garbage and slops disposal procedures.
- 5.2 Pre-arrival information exchange from vessel to terminal as per *ISGOTT*, chapter 22.

Section 6: Operational information

- 6.1 Gangways (ships and barges)
- 6.2 Pre-transfer conference policy
- 6.3 Ship/Shore Safety Checklist and declaration of inspection (including shift relief policy)
- 6.4 Ballasting policy
- 6.5 Loading arm or hose connection and disconnect/draining procedures
- 6.6 Cargo transfer policy (including manning requirements)
- 6.7 Vapour recovery
- 6.8 Crude Oil Washing (COW)
- 6.9 Safe operations requirements (wind, lightning, tide, current, waves, ice)
- 6.10 Tank cleaning and tank entry policy
- 6.11 Inert gas systems policy
- 6.12 Surveyors/sampling and gauging
- 6.13 Bunkering policy
- 6.14 Pollution prevention (sea suction valves, stack emissions, scuppers, pre-boom, noise, etc.)
- 6.15 Potable water

List of drawings/maps

Important documents

List of abbreviations



A voice for safety

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