

Common Rules & Information

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Common Rules & Information

1. Conditions for Use of Ports & Terminals (Legal Liabilities)

- 1.1. The use of Saudi Aramco premises, facilities and equipment is subject to the express understanding and condition that Saudi Aramco and its personnel shall be held harmless from all liability, loss or claim arising out of such use.
- 1.2. The Owners, Operators and Charterers of any vessel located within the geographical boundaries of any Saudi Aramco port or terminal shall be liable and shall reimburse Saudi Aramco promptly and in full for any and all expenditures, costs, losses, delays, or third party liabilities incurred by Saudi Aramco as a consequence of failure of said vessels or its Master, Owners, Operators or Charterers to comply with any of the rules, regulations or instructions set forth herein, including, but not limited to, the costs of labor, material, equipment usage, repair work, invoiced costs, loss of earnings, business interruption, towage and other exceptional marine assistance, unproductive berth occupancy and all applicable Saudi Aramco corporate overheads.
- 1.3. The Owners, Operators and Charterers of any vessel calling at Ras Tanura Port, Jeddah Marine Terminal, Duba Bulk Plant Terminal or Jazan Bulk Plant Terminal shall be liable and shall reimburse Saudi Aramco promptly and in full for all applicable Marine Terminal Assistance Fees.
- 1.4. The Master, Owners, Operators and/or charterers of a vessel from which oil, oily residue, oily ballast water or any other pollutant escapes or is discharged for any reason at any location within the ports or terminals of Saudi Aramco, shall be liable to and shall reimburse Saudi Aramco promptly and in full for the cost of all clean-up, containment and removal measures taken in response to such escape or discharge by or on behalf of Saudi Aramco, which in the sole opinion of Saudi Aramco, are prudent or necessary in order to protect human life, vessels, installations and the environment. Such cost shall constitute a joint and several debts due from the Master, Owners, Operators and/or Charterers to Saudi Aramco.
- 1.5. Further, the vessel and her Master, Owners, Operators and Charterers shall be jointly and severally liable for any and all other loss, damage and expense incurred or sustained by Saudi Aramco or by third parties by reason of such escape or discharge and shall indemnify and hold Saudi Aramco harmless from any such loss, damage, expense or third-party claim related to or arising out of such escape or discharge.

- 1.6. Tugs, towing services and other normal and exceptional marine assistance are provided to vessels in Saudi Aramco ports and terminals upon the express understanding and condition that such services are provided at the sole risk of the vessel receiving such services, including the risk of negligence of the Masters, Pilots, Official and Crew of the Saudi Aramco tugs, or the Operators of other Saudi Aramco equipment providing marine assistance to the vessel, and the agents, contractors, employees and representatives of each of them, all of whom shall, in the performance of such services rendered to the vessel, become the agents and servants of the Owners, Operators and/or Charterers of the assisted vessel. Saudi Aramco and its agents, servants, contractors, employees and representatives shall not be liable or responsible for any loss of or damage to or expense incurred in connection with the vessel and/or its cargo caused by, arising out of, or resulting from the provision of tug or towage services, or other marine assistance to the vessel. The vessel receiving such tug, towing or other marine assistance services from Saudi Aramco, and the Owners, Operators and Charterers of such vessel agree to indemnify and hold harmless Saudi Aramco and all vessels and equipment utilized in the provision of such services, and their Owners, Charterers or Operators, against all claims for any loss or damage to the vessel or cargo, or other expense incurred in connection with provision of such services, and against all claims for loss, damage, injury or expenses incurred by third parties as a result of or in connection with the provision of such services
- 1.7. Damage to, or impairment of use of any facility, vessel, or equipment owned, chartered or leased by Saudi Aramco, which is caused in whole or in part by any vessel within the geographical limits of any Saudi Aramco port or terminal, shall be the responsibility and liability of the Master, Owners, Operators and Charterers of such vessel. The vessel, and its Owners, Operators and Charterers agree to pay Saudi Aramco promptly on demand any and all expenditures, costs, or losses incurred directly or indirectly as a consequence of such damage or impairment, including, but not limited to, the costs of labor, material and equipment usage, costs of reasonable and necessary repairs, both temporary and permanent, invoiced costs, loss of earnings, business interruption, loss of use, delays at berth, other third party claims and all applicable Saudi Aramco corporate overheads.
- 1.8. Saudi Aramco and its agents, servants, contractors, employees and representatives shall not be liable or responsible for any loss, damage, or injury to the vessel or its cargo, or to its official, crew and passengers, or to third parties, caused by or arising out of the performance of Pilotage services by the Harbor Pilots. The Master, Owners, Operators and Charterers of any vessel receiving Pilotage services in Saudi Aramco ports and terminals agree to indemnify and hold harmless Saudi Aramco and its agents, contractors, employees and representatives from any and all such

loss, damage or injury, however caused, arising out of or resulting from the performance of Pilotage services by the Harbor Pilots.

- 1.9. Any loss, damage, cost, expense, or delay suffered by a vessel in connection with activities in any Saudi Aramco Port or Terminal caused solely by failure of the vessel, or the “Company” [as that term is defined in The International Ship & Port Facility Security Code (ISPS Code)], to comply or to ensure compliance by the vessel and/or the Company with the requirements of the ISPS Code, shall be solely for the account of the vessel interests. Any costs or expenses arising solely due to Saudi Aramco or Saudi Arabian Government imposed security measures not resulting from the vessel’s or the Company’s failure to comply with the requirements of the ISPS Code, including but not limited to security guards, launch or tug services, port security fees, taxes and inspections, shall be shared equally between Saudi Aramco and the vessel interests. All such measures required by the vessel or the Company in order to comply or ensure compliance with the vessels Ship Security Plan (SSP) shall be solely for the account of the vessel interests.

The Saudi Aramco Manager, Port Operations reserves the right to waive any of the rules or regulations contained herein, or to impose such reasonable additional requirements on vessels in Saudi Aramco ports and terminals as he, in his sole discretion, deems prudent and necessary under the circumstances in order to protect human life and the safety of property and the environment. Any additional costs, losses, damages, or expenses incurred or claimed to be incurred by the vessel or its agents, Owners, Operators and Charterers as a result of such action by the Manager, Port Operations, unless otherwise provided for by contract, shall be the sole responsibility of the vessel

2. Saudi Arabian Government and Saudi Aramco, Ports and Terminals, Rules, Regulations and General Information, Extracts and Procedures

2.1 General

Saudi Arabian Government Regulations and Saudi Aramco, Ports and Terminals, Rules, Regulations and General Information as set forth in this document are strictly enforced and Masters having any doubts concerning the interpretation of these rules and regulations are urged to consult their agent.

At all times while in Saudi Arabian territorial waters and within the geographical boundaries of any Saudi Aramco Port or Terminal, whether at anchor, or at berth, or in transit between terminals, the vessel and its personnel are under the jurisdiction of and shall comply fully with Saudi Arabian laws.

2.1.1 Shipping Agent Requirement

Every vessel must have a Saudi shipping agent before entering Saudi Arabian Territorial waters.

Vessels calling at any Saudi Aramco Port or Terminal should address all messages concerning ship's business to their agents. The vessel's agent handles matters concerning provisions supply, minor repairs, local medical, or hospital services, mail, crew changes, etc.

2.1.2 GCC Rules and Regulations for Seaports / Saudi Aramco Rules, Regulations and General information Manual

Every vessel must have a copy of both the current GCC Rules and Regulations for Seaports and the Saudi Aramco Rules Regulations and General Information Manual on board, or must obtain copies of these publications immediately on first arrival in Saudi Arabia.

The GCC Rules and Regulations for Seaports are issued jointly by the Saudi Arabian Government and the Cooperation Council for the Arab States of the Gulf.

The Saudi Aramco Rules, Regulations and General Information Manual is issued by Saudi Aramco, along with periodic amendments and revisions. The latest edition of this publication is available from the ship's agent.

Neither non-possession of nor ignorance of the rules and regulations contained in either of the above publications, or in any amendments thereto published by the Saudi Arabian Government or Saudi Aramco after the effective date of this publication will be considered an excuse for violation of said rules and regulations, nor will it excuse the violator from the imposition of penalties by the Saudi Arabian Government. Masters should consult both of the above publications for full details regarding the procedures and conduct of the vessel and crew. The vessel's agent will, upon request, provide details of any changes to either of the above publications.

2.2 Arrival Entry Requirements

The Master is responsible for complying fully with the requirements of all Saudi Arabian Government Departments, Ministries, Agencies and Organizations and the requirements contained in this publication. Particular attention should be paid to the requirements of Saudi Customs, Frontier Force, Immigration and Port Health Authorities. Masters requiring advice on these requirements should contact their local agents.

2.2.1 Pre-Arrival Information

The GCC Rules and Regulations for Seaports specifies that certain information must be received by the Port Management, either directly or through the vessel's agents before that vessel arrives at the port and notification of ETA 72 hours, 48 hours, and 24 hours prior to arrival. Vessels which fail to comply with this requirement may be delayed and/or subject to a fine as laid down in the rules and regulations.

2.2.2 Arrival Documentation

The GCC Rules and Regulations for Seaports and other applicable Saudi Arabian Government rules and regulations specify that the Master shall present or make available for inspection various papers and documents.

Masters are advised to consult the GCC Rules & Regulations for Seaports and with their Agent for specific and up to date requirements. See Section 7.

2.3 Port and Terminal Speed requirements

The Master is responsible for complying fully with the vessel speed requirements of all Saudi Aramco Ports and Terminals.

2.4 Quarantine Clearance

2.4.1 Radio Messages

Upon first contact with Saudi Aramco, arriving vessels (including bunker vessels) will receive a radio message requesting quarantine information. See section "Radio Communications" for more detailed information.

Vessels will not be accepted for berthing until the quarantine information is received. Until that time, other ship movements will be prioritized, including movements that could cause the ship to lose its turn at berth.

2.4.2 Clearance Procedures

Dependent on the type of berth and weather conditions, ships' clearing authorities will board the vessel either at berth or from the Agent's launch prior to berthing. If the authorities are to board prior to berthing, the vessel must be in a safe position and provide an adequate lee for the officials to embark and disembark before and after clearance.

2.4.2.1 Procedures for Juaymah SPM Berths

At Juaymah Crude Terminal, Harbor Pilots are permitted to board arriving ships prior to the ship receiving quarantine clearance.

Harbor Pilots may not normally berth vessels to SPM berths until Government authorities clear the vessel. However, if for any reason (rough weather, etc.), the Government authorities are unable to board a vessel to give clearance, the Harbor Pilot may berth the vessel after receiving special permission from the Agent through Saudi Aramco Government Affairs.

In the event, that a vessel has not received quarantine clearance prior to unberthing, the Master shall be required to sign a statement undertaking that he will not sail until he receives quarantine clearance. Only then may the vessel be permitted to sail.

2.4.2.2 Procedures for Alongside Berths

In the case of ships assigned to alongside berths, the Harbor Pilot may board the vessel before it has been given quarantine clearance.

Ship or shore gangways, as appropriate, shall be rigged and ready to provide safe access for the Quarantine Officer, Harbor Pilot and Agent. No one other than the Government Quarantine Officer or Saudi Aramco Harbor Pilot(s) may board or disembark from ships at berth until the vessel receives quarantine clearance. This includes the Agent's representative(s) and pier personnel.

2.4.3 Quarantine Signals.

The following quarantine signals shall be displayed by all vessels approaching port and at all times when in port until pratique is granted:

- Sunrise to Sunset - Quarantine Flag (Q)
- Sunset to Sunrise - Red over White Signal Lights

2.4.4 Manifold Seals Requirement

All cargo manifolds will be sealed by Saudi Customs for ships transporting product within the Kingdom. The removal of manifold seal at the offloading port is the entire responsibility of Saudi Customs. Ship's crew shall not damage, or remove the seal under any circumstances. Failure to comply with this regulation will result in severe actions taken by Saudi Customs and all delays, associated costs will be borne by the ship owner.

2.5 Prohibited Articles

All materials exported from or imported into Saudi Arabia are subject to examination by customs authorities. The import of certain articles is strictly prohibited. Such articles include, but are not limited to, the following:

- Explosives and firearms including air rifles.
- Implements of war of any kind including antique weapons.
- Religious matter not pertaining to the Muslim faith.

- Playing cards and gambling devices
- Narcotics and all other non-prescription drugs.
- Alcoholic beverages of any description.
- Printed materials, photographic matter or video tapes depicting anything which could be considered pornographic.
- Due consideration should be given to the religious beliefs of the pilot team and any other Saudi nationals that are accommodated on board with regard to consumption of pork products during the vessel's stay at Saudi Aramco ports and terminals.

2.5.1 Sealed Store Rooms /Bonded Lockers

Any prohibited article, which is onboard, any vessel calling at any Saudi Arabian port shall be secured in an appropriate locked storeroom, which will be sealed by the authorities.

The seals must remain intact throughout the entire period of the vessel's stay in Port and must not be broken until after the vessel has finally departed for a port in another country.

The authorities may carry out occasional inspections to ensure that the seals are intact and that no prohibited matter is in use.

2.5.2 Smuggling or Trafficking in Prohibited Articles

Smuggling or trafficking in any prohibited article between vessels or between vessel's crews and shore personnel is strictly prohibited.

2.5.3 Crew Baggage Search

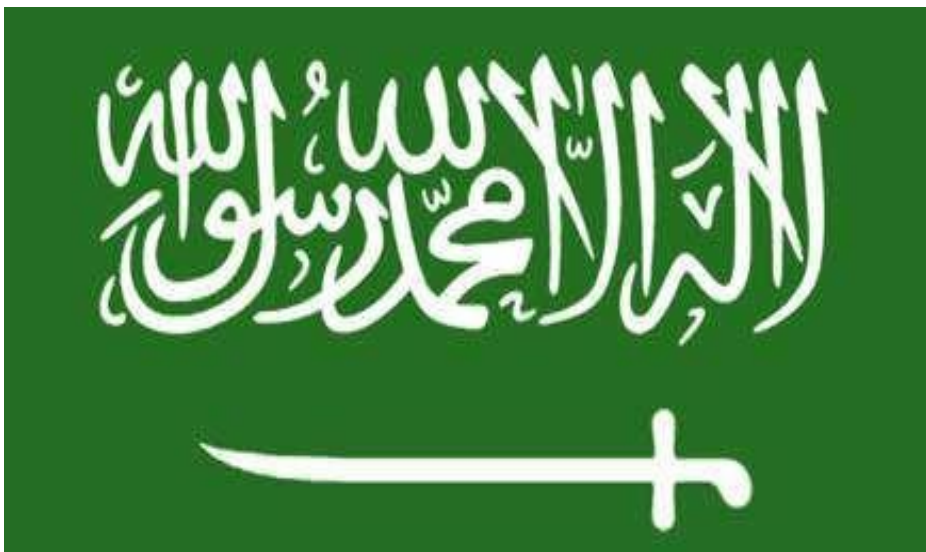
The baggage of crewmembers joining and leaving vessels will be inspected to ensure that it contains no prohibited articles.

2.6 Saudi Arabian Flag

The flag of the Kingdom of Saudi Arabia must be hoisted by every vessel entering the territorial waters of Saudi Arabia, and shall be flown from the foremast of the vessel while in Port both by day and by night. This flag shall be clean and in good condition.

Masters should obtain this flag before arrival, but if circumstances render this impossible, a flag shall be obtained from the ship's agent.

Vessels flying the flag of Saudi Arabia incorrectly or flying an incorrect replica of the Saudi flag will not be berthed



2.7 Radio Silence at berth

The use of transmitting equipment on a vessel is strictly forbidden during her stay in port.

The use of VHF marine frequencies within the port shall be limited to:

- Reporting information to Port Management.
- Traffic Information.
- Emergency calls.
- Any other information necessary for port operations.

Radio traffic is only allowed on the frequencies authorized by the port management.

2.7.1 GSM Telephones

The use of GSM telephones is strictly prohibited in hazardous (classified) locations on a vessel during her stay in any Saudi Aramco Port and Terminal.

2.8 Photography

The use of photographic equipment of any kind is strictly prohibited while in port. Cameras are subject to seizure by the authorities.

2.9 Disembarkation

Crewmembers are not permitted ashore for ANY PURPOSE WHATSOEVER (including reading the vessel's draft) until pratique is granted and then only if engaged in

operational duties. No visiting between vessels at berths is permitted. All shore leave is contingent upon compliance with Saudi Arabian quarantine and passport regulations. For current details concerning these regulations and shore leave restrictions, the ship's agents must be consulted. Failure to comply with the regulations may result in severe penalties.

2.10 Penalties

Penalties for violations of Saudi Arabian Government Regulations are severe. They include CAPITAL PUNISHMENT FOR DRUG SMUGGLING OR TRAFFICKING and considerable fines and/or delays to vessels for other offences.

2.11 Foreign Consulates

All foreign consulates have offices in Jeddah.

3. Ship Acceptance & Safety Requirements

3.1 Ship Acceptance Requirements

3.1.1 Company Policy

Saudi Aramco policy is to safeguard its employees, ports and terminal facilities and the surrounding offshore and onshore environment from damages and pollution caused by unsafe, substandard or unseaworthy tankers, whether operationally or due to physical deficiencies. Saudi Aramco has adopted a zero-tolerance policy concerning Pollution Incidents caused by tankers calling at its ports or terminals. Therefore, Saudi Aramco screens all nominated tankers have documented records of safe operations and compliance with all Saudi Aramco and internationally accepted safety standards.

3.1.2 Vessels Less than 10 Years of Age

Saudi Aramco maintains proprietary Ports & Terminals Management System (PTMS) Database containing information on all vessels that have previously called at any Saudi Aramco Port or Terminal. When a vessel under 10 years of age is nominated to lift cargo at any Saudi Aramco Port or Terminal, its eligibility for acceptance is first determined by reference to the PTMS Database.

Any safety or operational discrepancies noted on the vessel during any previous port call that have not been documented as corrected by the vessel's owners may cause the vessel to be rejected at Saudi Aramco's sole discretion. In addition, Saudi Aramco will consult the OCIMF SIRE database to determine the status of a vessel upon being nominated. This is true in every instance for vessels that have not previously called at a Saudi Aramco Port or Terminal. If the latest SIRE report on the vessel is unsatisfactory, the vessel may also be rejected until such time as all deficiencies are corrected to Saudi Aramco's satisfaction. It is in the best interests of owners and operators of any vessel under 10 years of age intending to call on any Saudi Aramco Port or Terminal to ensure that all deficiencies noted during previous port calls, or in the most recent SIRE Inspection Report, are promptly corrected and that evidence of the correction of such deficiencies is provided to Saudi Aramco prior the vessel's

arrival. Failure to provide evidence of correction of such discrepancies prior to arrival may cause the vessel to be rejected or delayed on arrival, in which case, the cost of all such delays shall be for the vessel's account.

3.1.3 Vessels Over 10 Years of Age

Without exception, all vessels over 10 years of age which have not previously visited a Saudi Aramco port or terminal or have not visited for one year or more must have a current OCIMF SIRE Inspection Report acceptable to Saudi Aramco. Failure to have a current, acceptable SIRE Report will result in the vessel being rejected during nomination.

Notwithstanding an acceptable SIRE Report, any uncorrected deficiencies noted in the Saudi Aramco PTMS Database may also be grounds for rejection of the vessel at Saudi Aramco's sole discretion.

3.1.4 All Vessels

In addition to the above requirements, all vessels entering Saudi Aramco Ports and Terminals are required to maintain applicable certificates with a validity of 90 days and will be subject to a pre-berthing inspection by the Manager, Port Operations designated representative. While a vessel may have an acceptable SIRE Report and the Saudi Aramco PTMS Database contains no deficiency information on the vessel, a vessel may be rejected on the basis of the pre-berthing inspection if, in the opinion of the Manager, Port Operations or his designated representative, the condition of the vessel presents an unreasonable risk of pollution, or damage to property, or injury to personnel.

3.1.5 "Flagged" Vessels

Any vessel that causes a pollution incident at a Saudi Aramco Port or Terminal, or is found to have serious safety or operational deficiencies, or violations of international safety standards, may be "flagged" in the PTMS Database at the discretion of the Manager, Port Operations. All such flagged vessels, regardless of age, must thereafter have an acceptable OCIMF SIRE Report dated within six months of entry into any Saudi Aramco Port or Terminal. In addition, all flagged vessels will be subject to a stringent Saudi Aramco vetting inspection on the occasion of each visit to a Saudi Aramco Port or Terminal. On arrival, the Master of any flagged vessel will be required to guarantee to the satisfaction of the Manager, Port Operations that every effort has been made to ensure the safety of the vessel and personnel and the avoidance of pollution. This will include submission of documentary evidence satisfactory to the Manager, Port Operations of preventative measures to be taken during cargo operations.

3.1.6 Banned Vessels

Any flagged vessel that causes pollution in any Saudi Aramco Port or Terminal, or is found on arrival to have serious uncorrected safety or operational deficiencies or violations of international safety standards may, at the discretion of the Manager, Port Operations, be permanently banned from entry into all Saudi Aramco ports and terminals.

3.2 Saudi Aramco Safety Requirements

Saudi Aramco requires that vessels comply with all relevant safety requirements as specified in latest edition of “International Safety Guide for Oil Tankers and Terminals” (ISGOTT) and all other international regulations, guidelines and standards.

3.3 Responsibility of Masters

The Master shall be responsible at all times for the safety of his vessel and shall make provision to exercise all the necessary precautions.

3.3.1 Master’s Safety Declaration

It is a condition to entry into all Saudi Aramco Ports and Terminals that Masters of all vessels shall contract to comply with Saudi Aramco’s safety requirements by signing the “Instructions to Masters & Conditions of Use of Port” form when presented.

3.4 Safety Checks

Prior to start of loading and at regular intervals during loading, a Terminal Representative, who shall be accompanied by one of the ship’s officer, will check to ensure that safe loading practices are being observed by both the ship and the shore crews. The Saudi Aramco “Safety Check List” will be used to record the results.

3.4.1 Authority of the Terminal Representative

Saudi Aramco Terminal Representatives are authorized to suspend oil handling operations in the event that any of safety rules are violated, or if any other hazardous situation is observed. See heading “Penalties” below.

3.5 The Saudi Aramco Safety Check List

The Saudi Aramco safety requirements are listed in short question form in the Saudi Aramco safety checklist, but a more detailed explanation of those requirements is given hereunder. The checklist follows the ISGOTT guide.

- Each of the following requirements is titled and numbered to correspond directly with the numbered questions of the Safety Checklist.
- Vessels shall comply fully with all of these requirements at all times when berthed at any Saudi Aramco facility. In addition, vessels shall comply fully with requirement number 15 (Tank Lids) at all times when at berth and at other times as stated.

ISGOTT “The Ship/Shore Safety Check-List” contains all requirements to be followed while at berth.

3.5.1 Emergency Towing-Off Pennants are Correctly Rigged and Positioned.

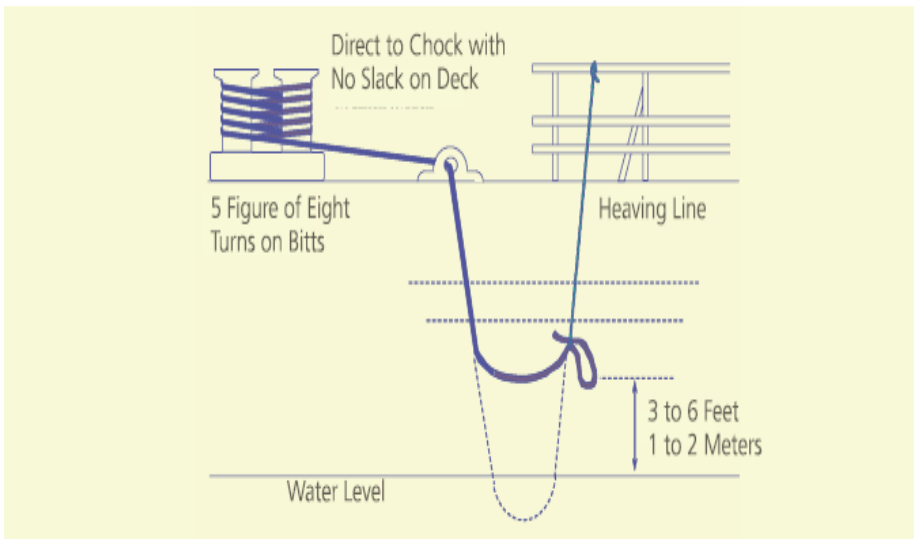
- Emergency towing wires (fire wires) shall be made fast to bits as far forward and as far aft as practicable on the side of the vessel opposite to the cargo connections. The wires shall be in good condition and secured with a minimum of five figure of eight turns on the bits.

- The wire shall lead directly to the chock with no slack on deck and a heaving line made fast to the eye shall be used to maintain the eye of the wire between one and two meters above the water at all times. See Diagram.
- Not less than two wires suitable for towing the gas tanker off the berth in an emergency shall be provided.
- Emergency Towing-off Pennants

DWT metric tonnes	MBL* metric tonnes	Length meters
Less than 20,000	30	45
20 - 100,000	55	60
100 - 300,000	100	70
300,000+	120	70

* MBL = Minimum Breaking Load = The minimum breaking load of a new dry line or chain as declared by the manufacturer.

- The wires shall be regularly checked and adjusted.



3.6 Risk of Heat Exhaustion

Proper precautions should be taken to avoid sun stroke and heat exhaustion, particularly during the summer and early fall months.

In view of the necessity to close down accommodations while loading/ discharging volatile cargoes, Air conditioning plants aboard ships shall be in good working condition at all times.

3.7 Volatile and Nonvolatile Petroleum

Due to the variety of petroleum products available for loading at Saudi Aramco facilities, all vessels arriving to load crude oil or any petroleum product whether volatile or nonvolatile at any berth shall be required to observe the Safety Regulations.

3.8 Precautions Against Static Ignition

Special precautions are required for loading static accumulator oils. Such oils include Dual Purpose Kerosene (A-418), Jet Fuel (A434), White Diesel (A-888) and Heavy Naphtha.

The following regulations are the minimum requirements and do not relieve the Master, Ship or Owner, from complete responsibility for the safe condition of the ship's tanks:

- a) Ships loading dual purpose kerosene, jet fuel and/or diesel shall be accepted if the ship's tanks meet one of the following conditions, whichever is applicable:
 - For ships that are required to meet the SOLAS Convention, the ship's tanks must be presented in inerted condition with oxygen content of 8 percent or less oxygen by volume. This condition shall also be applicable if the ship arrives with part cargo. A Saudi Aramco Representative will check oxygen content using an oxygen detector.
 - For ships, that are not required to meet the SOLAS Convention, the ship's tanks must be presented in gas free condition with combustible gas content of less than 0.4 of the Lower Explosive Limit (LEL). A Saudi Aramco Representative will check the combustible gas content using a combustible gas detector.
 - For ships, which are not required to meet the SOLAS Convention and arrive with part cargo, the ship's tanks must contain more combustible vapors than the Upper Explosive Limit (UEL), and the Master shall assure the Terminal Shift Superintendent that the ship's tanks will remain above the UEL, while the ship is at berth. A Saudi Aramco Representative shall check combustible gas content, on a regular basis, using combustible gas detector.
- b) Subject cargoes shall not be loaded if the loading line or the ship's tanks are known, or are discovered, to contain water. In such cases, water shall be flushed from the line to slop and/or ship's tanks shall be made as dry as possible.
- c) To control electrostatic generation, the initial loading rate for all subject products, shall be restricted to a velocity of 1.0 meters per second in the branch line to each individual tank (ISGOTT) until the tank has been filled to a sounding of 1.0 meter. The Master shall be responsible for calculating the maximum initial loading rate based on ISGOTT recommendations and the design of the ship and shore facilities, and in accordance with the following table:

Minimum diameter of Piping * (mm)	Approx. Flow Rate (m ³ /hour)
80	17
100	29
150	67
200	116
250	183
305	262
360	320
410	424
460	542
510	676
610	987
710	1354
810	1782

ISGOTT - Rates corresponding to 1.0 meter / second

* Note that the diameters given are nominal diameters, which are not necessarily the same as actual internal diameters.

- d) After each tank has been filled to a sounding of 1.0 meter with tank inlets submerged, the loading rate can be increased to the maximum permitted by the design of the ship and of the shore facilities.
- e) Introduction of any dipping, ullaging or sampling equipment into an open tank shall not be permitted until at least 30 minutes after loading to that tank has been stopped. (ISGOTT Section 3.2.1 General precautions against electrostatic hazards.)

3.9 Chemical Hazards

3.9.1 Hydrogen Sulfide Hazards

Saudi Aramco crude oils may contain dissolved hydrogen sulfide (H₂S) in concentrations that may be hazardous. It is recommended that Owner's instructions and the ISGOTT recommendations in respect of H₂S hazards be reviewed and updated as required.

3.10 Emergency Signal

In the event of a fire or other emergency, the vessel shall:

- At Berth: Continuous sounding of short blast ship's siren or whistle.
- At Anchor and/or approaching/leaving Port: Sound ship's emergency signal or other emergency signal or by other means if vessel is beyond hearing range.

3.11 Gas Freeing and Tank Cleaning

No gas freeing or tank washing shall be carried out at berth. Crude oil washing, however, may be permitted with Terminal permission.

3.12 Boiler Tube Cleaning

Never perform soot blowing in port or conduct washing of smoke / water tubes

Funnel uptakes, boiler tubes and economizer (Exhaust Gas Boiler) shall not be cleaned while the vessel is at a berth. Every precaution shall be taken to ensure that sparks do not escape from the funnel.

3.13 Repairs

Repair to main engines or deck machinery is prohibited when the vessel is secured to any berth.

Within port limits onboard repairs, maintenance or hot work of any kind, that may produce a source of ignition shall not be undertaken without the agreement in writing of the Terminal Representative.

3.14 Foam Firefighting readiness

All ships arriving or operating in Saudi Aramco Ports and at Terminals are instructed as stated by ISGOTT that all Fire / Foam monitors and hose nozzles are until foam arrival directed away and opposite from

- All cargo / bunker manifolds during operations
- Any deck fire or oil spill area
- All areas with helicopter operations

On the arrival of foam, the fire / foam monitors and the hose / nozzles should be redirected to any liquid petrochemical spill or fire area to allow application of a foam blanket.

3.15 Aft deck fire prevention

Worldwide records indicate an increase in the number of deck fires, which are mainly associated with garbage and improper stowage of combustible materials in the vicinity of the funnel.

Therefore, in order to ensure the highest standards of protection and safe stowage of materials are maintained onboard. All visiting ships are expected to fully comply with the following provisions and obligatory requirements at all Saudi Aramco Ports and Terminals. All vessels must ensure compliance in ample time prior to arrival and avoid operational delays.

Material	Requirement	Allowed Locations
Spares in boxes / on pallets	Free from oil stains, secured and covered with non-combustible material	Forward of funnel stack
Garbage	In dedicated drums, secured and covered by non-combustible material	Forward of or level with funnel stack
Drums (Metal or Non-Metal)	Secured and covered by non-combustible material	Forward of funnel stack
Mooring Lines (not in use in port)	Covered by non-combustible material	Forward of funnel stack
Other ropes (To be used in port)	Covered by non-combustible material when not in use	All

Any loose material regardless of type or condition is not allowed to be stored aft of the funnel casing.

Additional measures to be taken by the vessel:

- Ensure that all save-alls on deck are dry, plugged and free of oils.
- Fully adhere to the onboard garbage management plan.
- Never attempt to operate an incinerator in port

3.16 Restrictions

Disregard of or failure to fully comply with any of the safety rules or any safety regulations generally accepted and practiced in the marine transport industry will result in the suspension of all operations and the vessel may be required to leave the berth.

Safety violations caused by the condition of the vessel or the actions or inaction of the vessel's personnel will result in the suspension of loading operations or the vessel being removed from the berth.

Removal from the berth as a result of safety violations or deficiencies will be solely at the vessel's expense and Saudi Aramco shall not have any responsibility or liability for any resulting delay to the vessel.

Vessels with unacceptable safety performances will not be permitted to berth at Saudi Aramco facilities on future visits (See Paragraph 3.1.6 - Banned Vessels).

4. Emergencies, Accidents and Delays at Berth

These procedures are outlined here to advise Masters of the actions required by them and the actions, which will be taken by the Chief Harbor Pilot in the event of a vessel emergency or nonemergency vessel casualty while a vessel is at a Saudi Aramco Port or Terminal.

The course of action followed by the Chief Harbor Pilot will be dictated by the particular facts and circumstances of the incident and whether the ship is at berth, at anchor or underway.

4.1 General Policy

4.1.1 Master's Right of Salvage

A distressed vessel's Master and the vessel owners have the right and the responsibility to undertake timely and effective salvage of their vessel.

4.1.2 Right of Intervention by Saudi Aramco

If the vessel's Master, Owner, or Agent fails to take timely and effective action to commence salvage operations on a distressed vessel, Saudi Aramco under the contract "Instructions to Masters and Conditions of Use of Port" may, in its sole discretion, intervene and take charge to the extent of taking reasonable action to comply with the priorities listed below. In such event, Saudi Aramco shall be deemed to be a contractor to and/or agent of necessity for the vessel and its owners, operators, charterers and insurers. All resultant costs and charges, without limitation, shall be for the account of the vessel; its owners, operators, charterers and insurers, and Saudi Aramco shall not thereby be deemed to have assumed any risk of loss or damage to the vessel or its personnel or cargo, even if Saudi Aramco's actions are deemed to be negligent.

4.1.3 Emergency Assistance from Saudi Aramco

Saudi Aramco will render immediate emergency assistance as necessary or requested by the vessel, its owners, operators and agents, in accordance with the priorities listed below. As the emergency is brought under control, Saudi Aramco will expect the vessel owner or its agent to reassume complete responsibility for the protection of the vessel, its cargo and personnel and the environment and Saudi Aramco will withdraw all personnel and equipment committed to the initial emergency response.

4.1.4 Priorities for Dealing with an Emergency

In the event of a vessel emergency or a non-emergency vessel casualty, Saudi Aramco's actions will be dictated by the following priorities:

4.1.4.1 Protection of Human Life

The primary concern, during all phases of a ship casualty within the port, is the protection of human life.

4.1.4.2 Protection of Vital Facilities

The second priority is to protect vital Saudi Arabian Government and Saudi Aramco facilities.

4.1.4.3 Minimizing Disruption

The third priority is to minimize the disruption to the safe and timely operation of the Saudi Aramco export terminals and critical production facilities.

4.1.4.4 Minimizing Environmental Damage

The fourth priority is to minimize environmental damage to the extent permitted by manpower constraints and the operational requirements imposed by the first three priorities. Saudi Aramco will pursue the most environmentally sound measures possible in limiting the impact of the vessel casualty and vessel salvage operation.

4.2 Initial Actions in an Emergency

4.2.1 Raise the Alarm

Personnel on the vessel concerned shall signal an emergency by a continuous sounding of either long or short blasts on the ship’s siren or whistle, or other emergency signal if the whistle is disabled or by other means if the vessel is beyond hearing range.

The Master is responsible for taking all immediate steps to safeguard his vessel.

4.2.2 Inform Terminal Operator

Report the emergency to the responsible terminal operator on the jetty or sea island as quickly as possible and the Pilot/Mooring Master assigned to the vessel, if he is on board.

4.2.3 Inform Port Control Centers

Port	Report to	VHF CH
Ras Tanura	Ras Tanura Port Control Center	10/13/16
Jeddah	Saudi Aramco Port Control Center	11/16
Duba	Saudi Aramco Marine	11/16
Jizan	Saudi Aramco Marine	11/16

A. Call and inform “Port Control Centers” on the following:

B. Give a short message stating:

- Name of ship.
- Type of emergency.
- Location of ship.
- Location of emergency on the ship.
- Whether any casualties have occurred or are likely to occur.

C. State what immediate assistance is required, indicating any loss of ship borne disaster-fighting capability.

4.2.4 In Case of Fire or Explosion

In the case of fire or explosion and as soon as possible after raising the alarm, a message should be sent giving details of:

- What is on fire, the extent and any possible danger.
- Damage, extent, effect on stability and seaworthiness.
- Injuries, men requiring removal, type of injuries, men missing and men overboard.
- Cargo type, quantity and loading status of each cargo tank on the ship.
- Oil spillage or if any danger of oil spillage exists.
- Liaison with Chief Harbor Pilot

In the case of a fire, explosion or other types of critical situations, the Master shall designate a senior ship's officer to remain in communication with the Chief Harbor Pilot or his deputy.

The Master should request the use of firefighting tugs or whatever other emergency assistance he may require to best complement the efforts of the ship's personnel.

All reasonable steps will be taken by those on the spot to render whatever aid is immediately available. Subsequent action will be coordinated through the Chief Harbor Pilot.

4.2.5 Frequent Progress Reports

The Master should ensure that regular and frequent reports on the progress of the incident are being made to the Chief Harbor Pilot via the relevant Port Control.

4.3 Emergency on a Ship at a Berth

4.3.1 Emergency Shutdown of Cargo

To carry out an emergency shutdown of cargo and/or bunker loading, follow the instructions given in the document entitled "Emergency Shutdown."

The number of the appropriate berth will be agreed upon by signing the "Instructions to Masters and Conditions of use of Port" form when presented.

4.3.2 Vessels on Fire

4.3.2.1 Prepare to Move from Berth

To the extent possible, the ship's Master should prepare his ship to be moved away from the berth. All cargo, deballasting, bunkering and tank preparation operations will be immediately suspended, ship/shore hoses and/or arms will be disconnected.

4.3.2.2 Removal from Berth

A burning vessel will not normally be permitted to remain at the berth. Where possible, the fire will be fought with available berth firefighting facilities until the arrival of tugs. After securing tugs to the vessel's emergency towing wires then, if the fire is not controllable or extinguished, the vessel will be released or cut free and removed from the berth under controlled conditions.

Provided communication is established as above, the Master will be advised of the actions to be taken in releasing or cutting the vessel free from the berth. Notwithstanding that the vessel may have no power and notwithstanding that there may be no communication, if, in the opinion of the Chief Harbor Pilot, the burning vessel is a greater hazard at the berth than drifting free, the vessel will be released or cut free from the berth prior to the arrival and securing of tugs to the vessel's fire wires.

4.3.2.3 Ships Shall Not be Moved without Authority

Ships shall not get underway or be moved without the approval of the Chief Harbor Pilot or his deputy, except when an imminent threat to a ship, its personnel or Saudi Aramco facilities exists and the Chief Harbor Pilot or his deputy cannot be contacted in a timely manner.

4.3.2.4 Beaching the Vessel

The Master should assess the ability to safely move his ship from the berth to the nearest beaching area or isolated position. He should consult closely with the Chief Harbor Pilot and advise him of any anticipated problems.

4.3.2.4.1 Resuming Operations

If the vessel is still at berth when the emergency condition has been controlled and eliminated, normal operations will not be resumed without the specific approval of the Chief Harbor Pilot. Such approval may be subject to conditions.

4.4 Emergency on a Ship Not at a Berth

4.4.1 Master Shall Raise the Alarm

In an emergency that renders a vessel out of control or in danger of sinking or foundering, which creates or is likely to create a danger to ships, personnel, or facilities in the Port or Terminal, the alarm shall be raised by the Master as set out above.

4.4.2 Utilization of Ship's Agent

The Master will be expected to utilize the services of his agent to obtain any and all necessary services to the extent these are readily available from commercial or government sources.

4.4.3 Coordinate Services Until Arrival of Chief Pilot

The Master shall be responsible for the direction of tugs and other services available, coordinating this through the Pilot Station, until the arrival of the Chief Harbor Pilot with other relevant authorities (Fire Marshall, Port Engineer, etc.).

4.4.4 Beaching a Vessel

In the event a vessel is considered likely to founder through fire or collision and presents a navigational hazard or the potential for pollution, the Chief Harbor Pilot may, in his sole discretion, elect to beach the vessel in one of the designated beaching areas in order to minimize risk to Saudi Aramco facilities.

4.5 Distressed Ship Approaching Port

In the case of a ship wishing to enter the Port, which is on fire or in danger of foundering or sinking, or which has suffered damage to its hull or has been in a collision or on fire during the voyage in question, the Manager, Port Operations will decide when and in what manner the ship may enter.

4.5.1 Contacting the Port

Manager, Port Operations shall be given as much advanced warning as possible. In this regard, Masters shall instruct their agents accordingly and shall call local Saudi Aramco Port Control directly if in contact range. Agents or other authorities that learns that such a ship is approaching Port shall inform local Saudi Aramco Port Control immediately.

4.5.2 Conditions Governing Port Entry

Before entering the Port, such ships will be inspected by the Chief Harbor Pilot accompanied by other relevant authorities.

After carrying out this inspection, and if satisfied that the vessel can be handled without danger to the Port or shipping therein, the Manager, Port Operations may grant permission for the stricken vessel to enter port subject to whatever conditions he may stipulate. In such event, the vessel will be deemed to have entered port at its sole risk and the vessel, its Owners, Operators, and Charterers shall hold harmless and indemnify Saudi Aramco, its agents, servants, contractors, employees and representatives for any loss or damage to the vessel, its personnel or its cargo then existing or thereafter occurring for any reason whatsoever.

4.5.3 Anti-Pollution Measures

Where oil or other dangerous cargo is leaking or is likely to leak from the ship, the Master through the services of the ship's agent shall establish whatever anti-pollution measures are required by the Manager, Port Operations.

4.6 Costs and Letters of Undertaking

4.6.1 Damage to Property and Exceptional Marine Assistance

If damage is caused to any Saudi Aramco property by any vessel, or Saudi Aramco provides exceptional marine assistance to any vessel as the result of an emergency aboard any vessel, or a nonemergency casualty aboard the vessel while said vessel is located within the geographical boundaries of any Saudi Aramco Port or Terminal, the costs thereof shall be for the account of the vessel and its owners, operators, charterers and agents.

4.6.2 Delay at Berth Charges

If, as the result of a vessel emergency, pollution incident, or other casualty causing damage to Saudi Aramco property, a vessel's loading is interrupted and delayed for any period of time, or if, upon completion of loading, the vessel is further delayed at berth due to such causes, the cost of such delay at berth shall be for the account of the vessel and its Owners, Operators, Charterers and Agents. If a delay at berth is caused by a vessel casualty, or other factor which prevents the vessel from continuing loading operations, or otherwise delays its departure from the berth upon completion of loading, and such casualty or other factor has not resulted in pollution or damage to Saudi Aramco property, at the sole discretion of Saudi Aramco the vessel will be granted a grace period of two (2) hours from the time of the casualty or event giving rise to the delay, after which time the costs of delays at berth shall be charged to the vessel. Delays caused by human error or negligence on the part of the crew will be charged to the vessels account for the full duration of the delay or interruption.

4.6.3 Security for Costs

In the event of a vessel related incident causing damage to Saudi Aramco property, or requiring the rendering of exceptional marine assistance by Saudi Aramco, and/or which results in delay at berth charges for the account of the vessel in accordance with the foregoing guidelines, the Master may be served with a Letter of Protest and may be requested to provide a Statement of Facts concerning the incident. Furthermore, written security in the form of a Letter of Undertaking satisfactory to Saudi Aramco will be required in an amount sufficient to cover all potential costs and related expenses. The vessel will not be permitted to depart until such Letter of Undertaking is received. Procedures for provision of security for pollution related incidents are covered in Article 5.8 below.

4.7 Removal of Wrecks and Obstructions

In line with the adoption of the IMO, International Convention on the Removal of Wrecks. If any vessel or her part becomes an obstruction or a danger to navigation at any Saudi Aramco Port or Terminal, and if the vessel's owner or its agent fails to remove the obstruction or danger, within a period of written notice served by the Manager, Port Operations, he may act to remove the obstruction or danger. The owner of any vessel, at the time of it becoming an obstruction or danger to navigation, shall become liable for all expenses incurred in removing that obstruction or danger.

5. Pollution Policy and Actions

5.1 General Policy

It should be noted that the Arabian Gulf and Red Sea areas are environmentally sensitive and are recognized to be Special Areas by MARPOL Convention.

If there is any conflict between the rules set forth in the following paragraphs 5.2 through 5.10 and any of the provisions of MARPOL Convention, these rules shall control.

5.2 General Rules

1. Any discharge into the sea of oil or oily mixtures is strictly prohibited.
2. No discharge into the sea shall contain chemicals or other substances, which are hazardous to the marine environment. This specifically includes oil dispersants and allied chemicals.
3. No domestic or other garbage shall be dumped into the sea. Vessel's Engineering Department will ensure that NO HOT ASH or other incensive material are emitted from any source at any time while at Saudi Aramco facilities to include a strict prohibition on any soot blowing or garbage incineration while in Port Limits. Vessel's crew to ensure that soot blowing operations are conducted prior to arrival at Saudi Aramco. Garbage incineration equipment is to be secured at all times while in port. Prior to commencement of cargo operations, vessel staff will determine that garbage is handled/stored/protected at all times as per guidance provided in ICS publication 'Guidance for the Preparation and Implementation of Garbage Management Plans as Required by MARPOL Convention Annex V' The storage locations for garbage should be carefully selected to ensure that the garbage presents no potential hazard to adjacent spaces. Particular consideration should be given to the storage of garbage that is designated as 'special waste', such as batteries, sensors and fluorescent tubes, to ensure that only compatible materials are stowed together."
4. Excessive smoke from the funnels or exhaust gas lines of vessels is prohibited.
5. The discharge of sewage within Saudi Aramco port limits is prohibited unless the ship is fitted with an approved sewage treatment plant in compliance with Marpol Convention.

5.3 Mechanical Monitoring of Ballast Discharge

All vessels required by MARPOL Convention regulations to be fitted with Oil Discharge Monitoring equipment (ODME) shall present that equipment in good working order.

Segregated ballast may be discharged, without mechanical monitoring, to any sounding provided that the discharge does not exceed 15 ppm of oil content. A visible sheen will be presumed to indicate contamination and oil content in excess of 15 ppm.

5.4 Visual Monitoring of Ballast Discharge

In addition to the use of oil discharge monitors, visual observance of the ballast discharge is mandatory. In this regard:

- All ballast discharge shall be via the high overboard discharge line if fitted. Vessels not so fitted may instead use their normal discharge line provided that the surface of the ballast water has been examined immediately prior to the discharge to ensure that no contamination with oil has taken place. This rule applies to all ballast. For vessels whose ballast tanks are inerted, the examination may be by visual inspection of a sample drawn from each tank.
- Deballasting by gravity is not permitted under any circumstances.
- The visual inspection of ballast tank water surface and/or ballast samples prior to discharge shall be carried out jointly by the vessels Cargo Officer and the Duty Harbor Pilot.
- A crewmember shall be stationed on deck to sight the overboard discharge. Particular vigilance shall be exercised at any time that a change in operation takes place, e.g., starting of stripping pumps or educator, change of tanks, commencement of loading, etc.
- At night, the ballast discharge and the sea area in the vicinity shall be adequately illuminated.
- At Sea Island berths, all ballast shall, if physically possible, be discharged from the side of the ship nearest the berth to allow additional monitoring by Sea Island Operators.
- At pier berths, all ballast shall, if physically possible, be discharged from the offshore side of the ship.

5.5. Ballast Water Management

All ships must comply with Ballast Water Management Convention adopted in 2004. Ships are required to possess Ballast Water Management Plan and should comply with ballast water exchange and treatment regulations. Ships are required to provide ballast water indicative sampling reports to Saudi Aramco, Environmental Protection Department (EPD) through their appointed Shipping Agent supported by an updated Saudi Aramco “Ballast Water Sampling form”.

The following data shall be filled and stamped by the ships Master and provided along with the sample analysis report as an attachment.

Appendix A - BALLAST WATER SAMPLING FORM

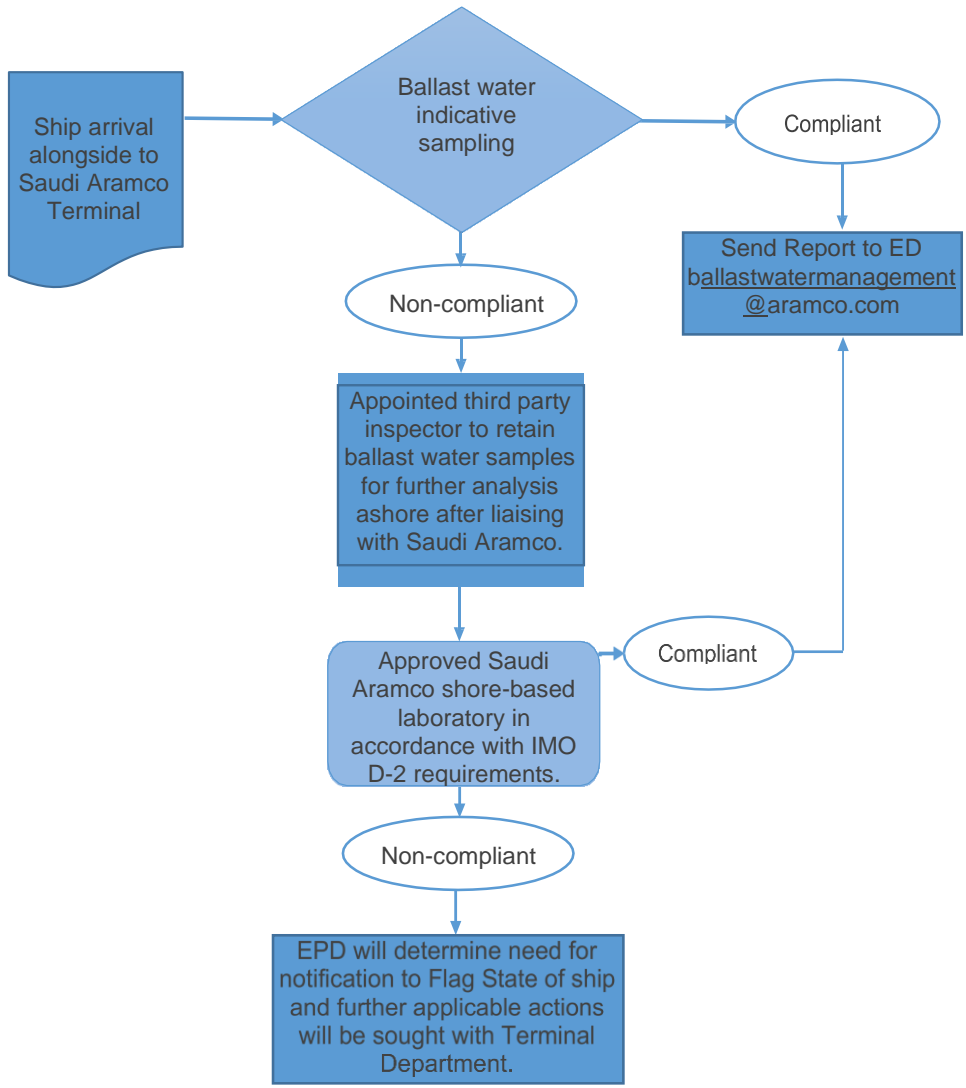
The following data shall be filled and stamped by Ship Master and provided along with sample analysis report as an attachment.

BALLAST WATER SAMPLING FORM	
Sampling date	
Ship Particulars	Ship name: IMO Number: Port of registry: Gross tonnage: Date of construction: Ship total ballast water capacity:
Sampling location (port/terminal)	
Identification of sampling tank/point	<i>(Minimum of 2 samples from different tanks/points)</i>
Sampling time and indicative sampling equipment used and details of inspector	(total time taken onboard to acquire sample and issue report, name of equipment and name of inspector)
Ballast water management undertaken	Exchange () or Treatment ()
IOPP renewal survey date	
Ballast water treatment system	Model name/type: Type Approved by: (Classification/Authority)

BALLAST WATER SAMPLING FORM and sample analysis shall be submitted by ship/agent to Saudi Aramco Environmental Department. Copy of the ship ballast water management certificate to be submitted. Submission format should be email attachment.

Primary focal point email address (ballastwatermanagement@aramco.com)

Appendix B – Sampling Process Flowchart



Legend:

ED: Saudi Aramco Environmental Department

For any inquiries, please contact ballastwatermanagement@aramco.com

All correspondence with this email to be done through appointed shipping agency.

5.6 Reporting Oil Spills

As soon as the Master becomes aware of an oil spill or oil pollution, he shall notify the Terminal Representative, Pilot on duty or Port Control. Masters of vessels causing a pollution incident shall immediately make the necessary arrangements to notify the concerned government agency as per MARPOL convention. Normally, however, the ship's agent can arrange the necessary government contact.

5.7 Investigations

Because Saudi Aramco must determine the source of a leak or spill and ensure that it has been secured with no further possibility of a spill from the same source, a thorough investigation will be initiated for any pollution whatsoever, no matter how minor. The investigation will include the taking of samples for analysis, both from the polluted sea, and if necessary, from all vessels in the vicinity to positively identify the source of the pollution.

If it is not possible to determine and/or secure the source of the spill within one hour of discovery, the vessel will be removed from berth pending further investigation. During this time Saudi Aramco will carry out a thorough inspection of its facility (the berth), and with the cooperation of the Master and crew of the vessel.

If the Saudi Aramco facility is the source of the pollution, the vessel will be re-berthed as soon as possible. If the facility is not the source of the spill, the vessel will be presumed to be the source unless investigation conclusively proves otherwise. Vessels will not be re-berthed until Saudi Aramco is satisfied that the source of the spill has been identified and secured.

An investigation of the ship may require that ullages/soundings be taken of all tanks. Samples may be drawn from ballast tanks, ballast lines, ballast pumps, sea chests and from the sea for analysis.

In order to avoid delays, Masters are urged to contact their agents as soon as possible to obtain a diving inspection should they suspect a hull leak or other fault requiring investigation by divers.

Should a Master elect to depart a Saudi Aramco port or terminal to discharge contaminated ballast prior to loading, upon the vessel's return the Master may be requested to produce documentary evidence for forwarding to local Saudi Arab Government authorities, indicating the location, date, time and amount of such discharge.

5.8 Cleanup Methods

As per the general policy stated above, Masters shall not use chemicals to reduce or diminish the effects of a spill. Such use will be regarded as secondary pollution. Saudi Aramco will clean an oil spill with whatever men, equipment, and materials are required, taking into consideration the size of the spill, time of day, sea state and weather conditions. The equipment and material used in the cleanup effort will be dictated by on-site judgment of qualified professional personnel whose goal is to protect the environment and to prevent hazardous conditions.

5.9 Cleanup Costs and Letters of Undertaking

Masters are advised that any pollution incident involving a vessel, which occurs while the vessel is located within the geographical boundaries of any Saudi Aramco port or terminal, will subject the vessel, its Master, Owners, Operators, Charterers and agent to assessment of certain cleanup costs by Saudi Aramco. Any such incident may subject the vessel, its Master, Owners, Operators, Charterers and agents to certain penalties imposed by the Saudi Arabian Government. The severity of such penalties may vary depending upon the severity of the pollution.

In the event your vessel is determined to be the source of pollution within a Saudi Aramco port or terminal, and in addition to any requirements imposed by the Saudi Arabian Government, you will be served with a Letter of Protest and will be required to provide Saudi Aramco with a Statement of Facts describing the incident. A financial guarantee preferably in the form of a Letter of Undertaking (LOU), satisfactory to Saudi Aramco, in an amount sufficient to cover all cleanup costs incurred by Saudi Aramco, will be obtained through the vessel's agent. Your vessel will not be permitted to sail until such time as a LOU or other financial guarantee is received.

Costs reimbursable to Saudi Aramco for pollution caused by your vessel may include but shall not be limited to the following:

- Investigation costs including aerial surveillance.
- Charges resulting from delays at berth necessary to investigate and correct the cause of the pollution.
- Boats, materials and other equipment used for oil spill cleanup.
- Manpower resources.
- Samples analyses.
- Oil waste treatment costs.
- The costs of providing exceptional marine assistance to unberth and re-berth vessels.
- Cost of berth unavailability due to pollution damage.
- Corporate overhead not otherwise included in the applicable rates charged for other expenses.

5.10 Air Pollution Prevention

5.10.1 Volatile Organic Compounds

Every tanker shall have a Volatile Organic Compound Certificate, based on a management plan that addresses all related actions and procedures, to ensure H₂S content in ship's cargo tanks is always maintained within acceptable limits as per ISGOTT guidelines.

Tankers arriving at any of Saudi Aramco terminals, having previously carried a high H₂S content cargo, are required to purge the cargo tanks designated for loading prior

to arrival. All Tankers shall confirm, via “Standard Message Arrival Telex,” that the H2S content of cargo tanks designated for loading is 10ppm or less.

During loading/discharging all precautionary measures shall be taken to prevent high concentrations of hazardous substances being vented to the atmosphere. Precautions may include, but not limited to, the purging of all tanks prior to arrival to ensure that levels of gas within the tanks do not exceed allowable limitations, as per Saudi Aramco requirement and ISGOTT recommendation.

Tankers arriving with the atmosphere of cargo tanks designated for loading containing of more than 10ppm H2S will not be berthed. Furthermore, during cargo operations, if vented tank gases cause a nuisance to the surrounding area, the vessel may suffer delays, reduction in the loading rate and the ship could be removed from the berth to correct the tanks atmosphere condition.

All delays, losses and associated costs shall be lodged against the tanker’s account.

5.10.2 Bunker Fuel Oil - Sulphur Limit

All ships entering Saudi Aramco waters are required to comply with MARPOL Annex VI requirements pertaining to bunker fuel oil Sulphur content not exceeding 0.50%_{m/m} or utilizing certified and approved equivalent methods. Required certificates and supporting documentations should be ready and available upon Terminal request for verification and compliance.

6. Radio Communications and Message

6.1 General

All “shipping and accounting” messages and “master” messages shall be sent via email to the concerned entities.

Organization	Port / Terminal	Port / Terminals
OSPAS Terminal Planner	termplan@aramco.com	All
RT Shipping	rtshippingaccountinggroup@aramco.com	Ras Tanura
Jeddah Shipping	rtshippingaccountinggroup@aramco.com	Jeddah
Yanbu’ Shipping	oadessadyanbushipping@aramco.com	Yanbu’

6.2 Western Region Contact Address

All ships visiting Saudi Aramco Ports in the Western Region (Duba, Yanbu’, Jeddah and Jizan) to utilize the following email address

G-RT-SA-Ports@aramco.com for sending pre-arrival standard telexes and any other related issues, such as changes in ships ETA, Cargo requirements, etc.

Ships that fail to send the pre-arrival telex through email should be requested to comply with this requirement immediately and their agents should also be reminded to comply with this directive.

6.3 Notifications of Arrival

6.3.1 Initial Notification

A standard arrival message must be sent to Saudi Aramco as soon as a vessel receives orders to proceed to a Saudi Aramco port or terminal. The message should give the name of the vessel and the estimated time of arrival at the appropriate port.

6.3.2 Subsequent Update to Estimated Arrival Time

Masters are required to send a minimum of three more messages to update the ETA at 72 hours, 48 hours and 24 hours prior to arrival.

Failure to give at least 24 hours' notice can result in an addition to allowable laytime and shorter notices may result in a berthing delay.

If loading or discharging at other nearby ports prevents a vessel from furnishing a reasonably accurate estimate of arrival time, steps should be taken to advise Saudi Aramco (either directly or through the Ship's Agent) giving the best possible estimate. A further message, giving an updated ETA, should be sent immediately upon departure for the Saudi Aramco port.

6.4 Standard Message

The following Standard Message format should be utilized by arriving vessels.

Please fill the below PDF file form and send it the following email address:

G-RT-SA-Ports@aramco.com

6.5 Format of Any Message other than Standard Message

Because of a diverse range of operations, the standard message for each port requesting information differs slightly but only in the informative text following itemized lines. Communications information and standard messages specific to each port will be found in the "Radio Communications" section for that port.

Format of Any Message other than Standard Message

ZCZC

1. /SUBJECT OF THE MESSAGE TO SAUDI ARAMCO

(ETA /NOR (MM/DD YYYY HH:MM)

2. /NAME OF VESSEL

3. /IMO IDENTITY NUMBER (NUMBER 7) The Body of the Message /NNNN

STANDARD TELEX
 ETA MESSAGE
 NOTIFICATION
 REVISED CARGO

ETA MESSAGE

1. Port:*

2. Subject: 3. Agent:*

4. Estimated Time of Arrival:

Date* Time* ETA time format should be HH:MM:SS (ex. 07:35:00).

5. Message Date and Time:

Date* Time* Message time format should be HH:MM:SS (ex. 07:35:00).

TELEX DETAILS

6. Ship Name:* 7. IMO Number:*

8. Ship Flag:* 9. Owner's eMail:*

10. Ship Master Name:* 11. Master's eMail:*

12. Cargo Loading / Discharge Destination:*

13. Operation:* Loading Discharging

14. Ship Drafts (meters): Arrival* Fwd Aft Departure* Fwd Aft

15. Arrival Displacement (tons):*

16. Max Load Rate (per one manifold) (barrels/hr):

17. a. Load While de-ballasting Rate (barrels/hr): b. Ballast Quantity (M3):

18. Deballast Time (hrs): 19. Load and Deballast Concurrently?

CARGO DETAILS:*

Cargo	QTY (bbl)	Loading rate (bbl/hr)	Load order	Blended Ashore	Destination
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

20. Content of Previous Cargo

TELEX DETAILS Cont.

21. a. Parallel Body Length Forward In Ballast Condition (meters):*

b. Parallel Body Length Aft In Ballast Condition (meters):*

22. Is vessel in compliance with the requirement of the ISM code relevant to crude cargo tanks inerted below 8% oxygen?*

23. Is there any Epidemic disease or Illness on board?

24. Are all crew international certificates of Immunization Valid?

25. a. Does vessel have valid IMO certificate of Fitness?

b. Does vessel have a civil liability certificate?

c. Last Dry Dock Date: d. P&I club name or P&I insurer:

Ignore Dry Dock Date field, if the ship is not dry docked (New Ship).

e. If not entered in P&I club, state limits of all applicable insurance liability (USD):

26. State any special conditions or difficulties or defective equipment or gear which could present special hazards or difficulties when mooring or unmooring or during cargo operations:

27. a. Are LPG tanks sufficiently cooled for normal loading?

b. Are cargo tanks Inerted? c. Are cargo tanks gas free?

d. Are cargo tanks have positive pressure?

e. State H2S content in the cargo tanks (parts/million):

f. Coolant Required?

g. Time required for cooling tanks (hours):

28. a. Can multiple cargo grades be loaded simultaneously?

b. List available cargo manifold connections in sizes (inches):

29. a. Quantity of part cargo to be commingled with nominated cargo (barrels):

b. Part cargo type:

c. Quantity of residues or slops to be commingled with nominated cargo:

TELEX DETAILS Cont.

30. Is bunker required? Yes No

31. Does the vessel have valid flag state ISSC indicating compliance with the ISPS code requirement? *

32. ISPS Expiry Date: * 33. The current ISPS code Security Level: *
 (1. Low 2. Medium 3. High)

34. Is Early Departure Procedure for Cargo Documentation required?

35. Are there any Major structural changes to the ship tanks which mandated re-strapping of tanks?

36. List of last ten port visits. * If previous visits are NOT available, please enter N/A.

No.	Port	No.	Port
1	N/A	6	N/A
2	N/A	7	N/A
3	N/A	8	N/A
4	N/A	9	N/A
5	N/A	10	N/A

7. Documentary Procedure

7.1 General

All contact between ships and the Saudi Arabian Government and Officials are to be made through the ship's agent who will advise on specific documentation and other requirements.

7.2 Notice of Readiness

At all terminals, Notice of Readiness (N.O.R.) should be addressed to Saudi Aramco, (Specific Port).

7.2.1 Tendering

Time of NOR shall be sent through e-mail to Saudi Aramco Terminal Planner & agent.

After acceptance by the Harbor Pilot, the written N.O.R. shall be submitted to Saudi Aramco through the vessel's agent when he boards the vessel for clearance procedures. Any variations to this procedure are specified in the sections on individual terminals.

Any delay in tendering N.O.R. to Saudi Aramco may result in berthing delays that will be for the vessel's account. (An additional NOR is not required when loading patterns or conditions require that the vessel be shifted to another berth within the port, even though that berth may be at another terminal.)

7.2.2 Tendering Time

The N.O.R. tendering time for any Saudi Aramco terminal shall not be earlier than the vessel's arrival time within port limits. If the vessel berths on arrival, the N.O.R. time shall be the pilot boarding time.

7.2.3 Acceptance Time

The N.O.R. will not be accepted until the vessel is fully secured to the berth.

7.3 Loading Documents

The following documents must be completed for all vessels loading at the Port of Ras Tanura. The information on the form will be used by Saudi Aramco to determine whether the difference between ship and shore Figures, after loading, is within an allowable tolerance.

Failure to complete the forms in the manner required may result in erroneous comparisons which could delay the release of the vessel.

7.3.1 Cargo Bunker Request and Loading Plan.

This form is completed prior to loading by the Saudi Aramco representative and the vessel's Cargo Officer. The Master or his representative will sign the document to verify its accuracy.

The document includes Saudi Aramco cargo and bunker nomination grades and quantities, vessel's requested quantities, vessel's requested rates, loading sequence, previous cargo identification and the vessel's expected sailing draft.

7.3.2 Ship's Ullages Prior to Loading (Form 5092)

This form must be completed by the Cargo Officer and submitted to Saudi Aramco prior to loading. Loading will not start until the form has been received. The form shall be completed as follows:

- Ullages, temperatures, free water levels, and grade (where appropriate must be recorded for ALL of the vessel's tanks on individual basis.
- The average temperature and Total Observed Volume (TOV) of OBQ (on board quantity including oil and water) shall be recorded in U.S. barrels.
- The arrival draft and trim must also be recorded.
- If the vessel is carrying part cargo as a portion of its OBQ, the ship and shore Gross Standard Volumes (GSV) @ 60 F must be recorded for every grade of the part cargo. Further, the volume correction tables used to calculate the part cargo must also be identified for both ship and shore.

7.3.3 Ships Ullages After Loading (Form 5092)

This form must be completed by the Cargo Officer and submitted to Saudi Aramco on completion of loading as follows:

- Ullages, temperatures, free water levels, and grade (where appropriate must be recorded for ALL of the vessel's tanks on an individual basis.
- The sailing draft, trim and list corrections used in cargo calculations must also be recorded.
- The loaded volume must be calculated by subtracting the vessel's gross observed volume before loading from the Gross Observed Volume after loading.
- Do not apply a temperature correction factor to the observed volume of oil. Do not apply an experience factor.
- Report the average temperature of the oil for each grade in degrees Fahrenheit.
- The average temperature and loaded volume for all grades must be reported to Saudi Aramco on completion of loading. The ship will not be released until these figures are received.
- To expedite the vessel's early release the form shall be faxed/emailed to Shipping Accounting.

7.4 Early Departure Procedure

Use of this special service is encouraged and should be requested at the earliest opportunity. Close coordination with the agent is required to expedite the delivery of the required documentation to the ship. It is essential that radio contact with Saudi Aramco

be maintained after departure until cargo quantities are received and the agent has been authorized to sign documents.

7.5 Departure Documents

The following three documents MUST be on board before the vessel departs even though the ship has been released to sail by Saudi Aramco:

7.5.1 Port Clearance (Sailing Report)

This is the Outward Clearance but is titled Sailing Report. It is completed in Arabic with information gathered by the agent and is delivered to the vessel by the agent prior to departure.

7.5.2 Permit of Departure

The agent completes this document with information supplied in the quarantine radio message and delivered by him to the vessel prior to departure.

7.5.3 Bills of Lading

7.5.3.1 Early Departure Procedure

This is completed by Saudi Aramco except for the cargo quantities. The agent will deliver a copy to the Master who will enter the quantities as advised after departure. The Master will then authorize his agent to sign the original on his behalf.

7.5.3.2 Early Departure Procedure Not Accepted

Where the Master elects not to take advantage of the early departure procedure, a wait of several hours at anchor for the bills of lading will be required. The bills will be completed by Saudi Aramco after which the agent will deliver the appropriate bills to the Master for signature.

8. Pilotage Regulations

8.1 Compulsory Pilotage

All movements of vessels to and from berths and in the proximity of Saudi Aramco facilities shall be under the direction of a Saudi Aramco Harbor Pilots (except Yanbu Port).

8.2 Disembarkation of Pilots

Any vessel that over-carries a pilot to another Saudi Arabian Port must pay all repatriation expenses. All vessel delays caused by delays in disembarkation of pilots due to weather or other conditions beyond Saudi Aramco's control shall be solely for the vessel's account.

8.3 Accommodating Harbor Pilots

The Harbor Pilots normally remain onboard during the vessel's stay at the berth. A single officer's cabin, clean accommodation with shower & bathroom en-suite shall be

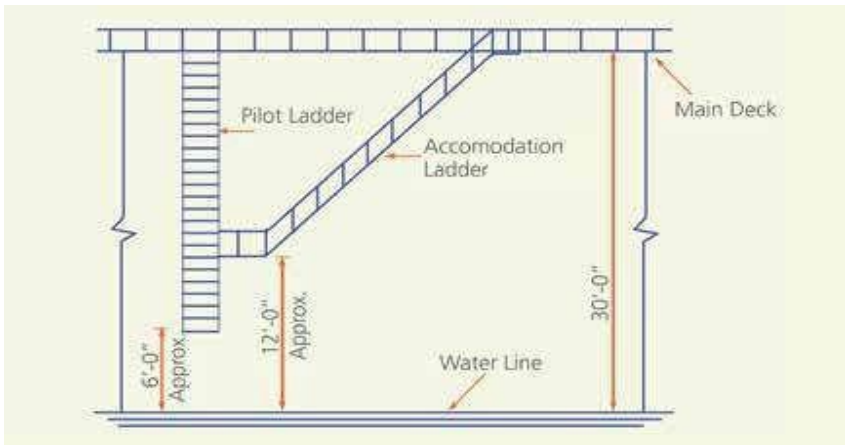
provided aboard the vessel for the Harbor Pilot. At SPM berths, similar accommodation shall be provided for the Pilot's Assistant.

8.4 Pilot Boarding Arrangements

8.4.1 Compliance With SOLAS

To permit the Harbor Pilot to safely embark and disembark from a vessel, boarding arrangements shall be strictly in accordance with current SOLAS requirements.

Vessels arriving at Saudi Aramco Ports, possessing two (2) accommodation ladders shall carry such equipment on each side. If the vessel has only one (1) accommodation ladder then that equipment should be capable of being transferred for use on either side. (SOLAS 1974)



8.4.2 Supervision of Boarding Arrangements

The rigging of pilot ladders and the embarkation and disembarkation of pilots thereby will be supervised by a responsible deck officer of the vessel.

8.4.3 Ship's Propeller

The ship's propeller shall be stopped during the approach of the pilot boat and the embarkation or disembarkation of the pilot.

8.4.4 Small Vessels

In any small vessel in which the bulwark rails are below the level of the deck of the pilot boat (approximately 6ft or 2m) a safe boarding position on each side of the forward end of the poop shall be provided and equipped with manropes.

8.4.5 Improper Arrangements

Failure to provide a safe and proper method of boarding for the Pilot will result in the Pilot refusing to board and the vessel being ordered to anchor until the fault is rectified.

8.5 Vessel Condition and Fitness for Purpose

No vessel shall be allowed to navigate within the port unless it complies with the following requirements:

1. The vessel shall be equipped with an efficient VHF radiotelephone capable of working with the port frequencies.
2. Full main engine power both ahead and astern and a fully operational tachometer shall be available for berthing and unberthing.
3. Fully operational steering gear and all vessels calling at Saudi Aramco Ports and Terminals must be fitted with fully functional indicators including bridge wing indicators displaying the rudder angle, and propeller revolutions visible from port and starboard bridge wings.
4. All secondary power or mechanical systems on the vessel shall be in operation and immediately available in the event of failure of any primary system.
5. Both anchors shall be operational, capable of being released and raised by the vessel and ready for use.
6. Vessels in ballast shall be properly ballasted. The propeller shall, at all times, remain immersed and the vessel's trim shall not exceed 1.5 % of the ship's length. For vessels proceeding to an SPM berth, the trim shall not exceed 0.7% of the ship's length.
7. All tank openings, ullage and sighting ports shall be closed before berthing or unberthing operations commence.
8. The vessel shall be fitted with satisfactory mooring equipment - see "Mooring Requirements."
9. There shall be sufficient crew on board at all times to operate the vessel safely and efficiently with all officers properly qualified and certificated.
10. Vessels are not allowed to operate in Unmanned Machinery Space Operation Mode (UMS) while alongside the berth at any Saudi Aramco Ports and Terminals.
11. Main engine should not be tested when alongside the berth unless Saudi Aramco permission has been obtained. Once the ship is authorized to carry out the test, Saudi Aramco Harbor Pilot, Ship's Master, and Chief Engineer should attend the test. It is the Master's responsibility to ensure prior to testing the main engine, the following conditions are met:
 - Required ship's staff are available and attending the test including the Master & Chief Engineer.
 - Area in vicinity of the ship's stern is clear.
 - Loading, lifting, and access equipment are safely stowed and secured.

8.5.1 Notification of Deficiencies

It is the responsibility of the Master to notify Saudi Aramco in the pre-arrival telex and the Harbor Pilot of any special conditions, difficulties or peculiarities present in the vessel, such as engine or boiler deficiencies, defective navigational equipment, mooring lines, tackle gear or lack of necessary equipment, which may impose hazards in connection with the handling, mooring, unmooring, loading or discharging of the vessel.

The Master must provide this information to the Harbor Pilot, in writing on the master/pilot information sheet, before the harbor pilot provides Pilotage services.

Non-compliance with the requirements of this section will result in the vessel being denied berthing or removed from the berth and the Master/Owner/ Charterer/Agent shall become liable for the berthing and unberthing costs.

8.6 Conditions of Pilotage Service

The services of the Harbor Pilots are normally provided without charge and upon the express understanding that while participating in directing the navigation or movement of the vessel and/or its assisting tugs from on board the vessel or elsewhere, the Harbor Pilot becomes the agent and servant of the Vessel Owner and the Master for all purposes and in every respect.

8.7 Charges for Pilotage Service

Saudi Aramco Harbor Pilotage services are normally provided free of charge, with the exception of Ras Tanura Port Terminals and Jeddah Terminals.

Unusual or additional services provided by Saudi Aramco will be charged for at all Saudi Aramco Ports and Terminals as appropriate.

In this regard, Pilotage Service means the services of the Harbor Pilot and all the ancillary services that may include the services of tugs, pilot boats, mooring boats, mooring personnel and other related personnel and equipment.

8.7.1 Vessels Denied Berthing

If a vessel is denied berthing due to a vessel-related problem, Saudi Aramco will charge for the subsequent services provided.

8.7.2 Vessels Removed from Berth

If a vessel is removed from the berth due to a vessel-related problem, Saudi Aramco will charge for the subsequent additional services of berthing and unberthing the vessel.

Note: Vessel Related Problems May Include Equipment Deficiencies, Safety Deficiencies, Pollution and/or Other Factors.

9. Tugs and Harbor Craft

9.1 Tugs are for Pilots Use Only

Under normal operating conditions, no tug or other marine vessels shall be permitted alongside any vessel before the Harbor Pilot boards the vessel. Should the Harbor Pilot deem the assistance of a tug to be necessary, he will then give the proper signal.

9.2 Harbor Tugs

Saudi Aramco operates harbor tugs of various types with horsepower of 4000 to 6000 BHP and bollard pull of 30 to 70 metric tonnes, some with firefighting and oil pollution combating capability. These tugs may be encountered at any of the terminals in the Ports of Saudi Aramco.

9.2.1 Method of Use

Tugs lines are used however vessels should have good quality ropes available to supplement these in periods of bad weather.

9.3 Pilot Boats

Pilot boats carry regulation signals, are equipped with Radar, VHF radio.

9.4 Line and Hose Handling Boats at SPM Terminals

At SPM Terminals. workboats are equipped with Radar, VHF and AIS. They assist in mooring and hose connecting.

10. Mooring Rules for Jetty Berths

10.1 Preamble

The minimum mooring line requirement and principles of mooring restraint for tankers are derived from the OCIMF "Mooring Equipment Guidelines". These minimum requirements apply within the normal operating environment at Saudi Aramco Marine Terminals.

Saudi Aramco, however, accepts no responsibility for any consequence whatsoever resulting directly or indirectly from compliance with these requirements.

Notwithstanding anything contained in these Rules, it shall be the responsibility of the Master and Crew to ensure that the mooring arrangement is adequate in all respects to maintain the tanker in the berthing position during cargo handling operations. Further, the vessel shall be moored to the entire satisfaction of the Harbor Pilot.

The mooring configuration shall not be changed without permission of the Harbor Pilot except in an emergency.

Note: additional requirements are in operation at Duba due to the exposed nature of the berths and additional requirements may be imposed due to the prevailing weather conditions.

10.2 General

10.2.1 Minimum Breaking Loads

All of the mooring lines used to secure the tanker shall be of adequate size, meet the OCIMF Mooring equipment guidelines and the Minimum Breaking Load (MBL) for the tonnage of such tanker, constantly monitored and carefully tended throughout.

10.2.2 Condition of Equipment

All of the mooring lines, mooring winches, roller fairleads, and other mooring and towage equipment with which the tanker is provided shall be in good condition and properly maintained. Mooring line eye splices shall be in accordance with the OCIMF Mooring Equipment Guidelines. Visibly damaged or badly deteriorated mooring lines will not be accepted for inclusion in the minimum lines to be provided by these rules and should be repaired or replaced prior to arrival.

10.2.3 Reporting Defects and Deficiencies

Any defect or deficiency in the mooring and towage equipment with which the tanker is equipped shall be reported to Saudi Aramco prior to arrival.

10.2.4 Additional Moorings

The Master shall accept guidance and provide mooring lines additional to the minimum requirements whenever so advised by the Terminal Representatives.

10.3 Mixed Moorings

Wire ropes and fiber ropes should not be used together in the same direction (i.e., breasts, springs, head or stern) because of the difference in their elastic properties.

10.4 Mooring Winches

Subject only to the suitability of fairleads and chocks, every tanker shall utilize all mooring lines mounted on independent mooring winches. All mooring winches shall be ready, at all times, for immediate use with the mooring lines correctly reeled on the winch drums.

When the tanker is secured, the use of any mooring winch in an Automatic Self-tensioning mode is strictly prohibited. Any synthetic mooring line used that is not mounted on an independent mooring winch, may be turned up on a mooring winch drum-end and backed up on a set of mooring bitts if practicable. The mooring winch brake must be set whenever the winch is left unattended.

When not in use, mooring winches must have their brakes set to hold a load equal to no more than sixty percent of the mooring MBL.

10.5 High Elasticity Mooring Lines

Subject to Saudi Aramco approval vessels may use mooring lines constructed of High-Modulus Synthetic Fiber, provided that they are in all respects fully compliant with OCIMF Mooring equipment guidelines.

10.6 Rope Tails

Rope tails of high elasticity synthetic material may be used in conjunction with wire mooring lines, provided that every wire mooring line used as head, stern, breast and spring line is similarly equipped. Plaited or braided construction is recommended for tails and the size of rope should be capable of easy handling. When used, tails shall be in good condition, of equal length, and meet conditions of the OCIMF Mooring equipment guidelines.

It is recommended that both eyes of each tail should be effectively served with leather or other suitable material to prevent chaffing, and one eye connected to the mooring wire by means of an adequate shackle designed for the purpose, such as a Mandel or Tonsberg Shackle.

10.7 Mooring Arrangements

10.7.1 Mooring Plan

Tankers other than small coastal tankers of 5000 metric tonnes deadweight or less, shall provide a minimum of sixteen mooring lines to affect the following mooring plan:

Forward	Aft
3 Head lines	3 Stern lines
3 Breast lines	3 Breast lines
2 Back springs	2 Back springs

Gas tankers of prismatic cargo tank construction and less than 30,000 cubic meter cargo capacity, which do not meet the minimum mooring requirements for a gas tanker of greater capacity, shall provide a minimum of sixteen mooring lines to affect the above mooring plan.

Coastal tankers of 5000 metric tonnes deadweight or less, shall be moored to the Pilot and Master's discretion.

10.7.2 Wire Moorings

The following minimum wire mooring line requirements are mandatory for all tankers over 75,000 metric tonnes deadweight, berthing at Saudi Aramco Piers and Sea Islands.

Vessel's Size KDWT metric tonnes	Minimum Wires Required	No of Wires Recommended
75 - 160	8	12
161 - 250	10	12
251 - 300	12	14
301 - 350	12	16
351 - and above	14	16

All the mooring wires onboard shall be used to best effect to meet the above requirements

10.7.3 Recommended Construction of Wire Moorings

For mooring VLCCs with wire mooring lines the recommended construction should be as follows: Dia 42mm, 6 x 37 or 6 x 41 with the wires in each strand of equal lay and the strands of regular right hand lay.

10.8 Tending the Moorings

An efficient watch must be maintained on the vessel's moorings at all times to ensure that all lines have the required tension and the vessel is securely moored alongside. Alongside piers or quays, all mooring lines shall be maintained under tension to prevent ranging of the ship. Attention should be given to the movement of the ship caused by wind, currents, tides, passing ships or during reduction/increase in the vessel's freeboard. Vessels that move out of position will be charged for all expenses associated with repositioning.

10.9 Anchors

Any vessel navigating within a Saudi Aramco port or at a Saudi Aramco terminal must seek permission from the appropriate authority before utilizing anchors.

All vessels will anchor in positions designated and in coordination with the local Port Control Center / Authority.

When a vessel requires to anchor during an emergency situation full consideration must be given to anchoring, with permission and at a safe distance from all

- Prohibited, Restricted or Cautionary areas,
- Underwater installations,
- Submarine Cables or Pipelines,
- Military Areas,
- Supplementary national areas.

During transit of all navigational areas Masters must be aware at all times of the proximity and position of all charted underwater topography and obstructions in case the unexpected need to anchor arises.

A suitable passage plan should be in use from entry of the port to exit the port and include recognition of underwater obstructions as detailed by chart symbols used by all international hydrographic organizations and ECDIS as appropriate.

Vessels proceeding to an anchorage or at an anchorage must ensure anchors not in use are effectively secured and lashed in the hawse-pipes to prevent accidental use.

On completion of berthing or mooring, anchors shall be effectively secured and lashed in the hawse-pipes to prevent accidental use.

11. Cargo & Ballast Handling

In the following text, the expression “Loading Master” shall mean the Jetty Supervising Operator at alongside berths or Pilot / Pilot Assistant at SPM berths as appropriate.

11.1 Cargo Operations

11.1.1 Responsibilities & Procedures

The ship’s cargo officer must supervise all operations in connection with the starting of loading, discharging, switching of tanks, tank stripping and topping off. It is the responsibility of the vessel to advise Loading Master to shut down cargo and bunker loading when the vessel’s cargo and bunker requirements are met. In this regard, the vessel shall give 10 minutes advance warning.

11.1.2 Loading Rates

It is expected that most vessels will be able to accept any cargo as fast as it can be delivered. Officers in charge of loading must have due regard for all safety precautions as well as for individual vessel hazards.

The loading rate should be calculated according to ISGOTT guidance. If loading of crude or products is too slow, Saudi Aramco will so advise the vessel. Should such a vessel make a demurrage claim against Saudi Aramco, the slow loading rate will be considered in determining if a retroactive addition to allowable lay time is appropriate.

11.1.3 Liquefied Petroleum Gas Tankers

Special regulations govern the acceptance and loading of liquefied petroleum gas tankers. (see GASRUL Rules for Handling of Gas Tankers at Saudi Aramco Berths).

11.1.4 Cargo Transfer

Good communications are of the utmost importance for safe cargo handling. A reliable communications system, including a secondary stand-by system, should be established and tested.

The loading/discharging plan, as well as the arrangements for emergency close down of cargo operations, should be reviewed and agreed between the Loading Master and the responsible Cargo Officer.

Cargo transfer operations should not commence until the ship's Cargo Officer on duty and the Loading Master are satisfied and have agreed that the cargo hoses/ arms are correctly connected and that all necessary ship and onshore valves have been set for receiving or discharging cargo.

Flow rate will be controlled from the land based pumping station (tanker loading) or the ship's pumps (tanker unloading).

A joint ship-shore pumping and valve-closing regime should be established and maintained to avoid pressure surges.

Caution: Rapid valve closure will cause pressure surges in the line, which may cause damage to the system.

11.1.5 Commencing Cargo Transfer

Tanker Unloading / Discharging

The Loading Master will instruct the shore facility personnel to open the shore valves.

The Loading Master will then instruct the ships' crew to open the tanker manifold valve(s) and the butterfly valve located at the end of the tanker rail hose, if fitted. Once Master's confirmation is received, the Loading Master will communicate with the ship's Master to confirm that the shore facility is ready to receive cargo and cargo transfer may begin once clearance is obtained.

Tanker Loading

The Loading Master will instruct the tanker crew personnel to open the manifold valves and the butterfly valves located at each end of the tanker rail hose, if fitted.

The Loading Master will then instruct the shore facility personnel to open the shore valves. Once confirmation is received the Ship's Master will communicate with the Loading Master to advise that tanker is ready and cargo transfer may begin once clearance is received.

11.1.6 Initial Pumping Rate & Checks

Pumping should proceed slowly at first until cargo is verified and recorded as being received. The entire system shall be verified as operating correctly.

An inspection of the cargo system and surrounding water should be made during the first few minutes of cargo transfer to ensure there is no leakage.

11.1.7 Increasing to Maximum Rate

When it has been confirmed that the total system is operating correctly, the pumping rate can be increased to the maximum rate. Care must be taken not to exceed the rated working pressure for the terminal arms/floating hoses system.

11.1.8 Periodic Inspections

Throughout the cargo transfer operation, periodic inspections of the moorings, manifold connections, arms/floating hoses, and the sea area around the ship and berth should be carried out. At SPM berths, special attention should be given to components of the mooring hawser assembly at the ship's fairlead. Such defects as loose shackle pins, loose nuts, and split pins must be rectified.

11.1.9 Notice of Completion

Prior to completion of transfer, adequate notice must be given to the Ship's Master, who will communicate to the pump station to ensure that the valves and pumps are properly manned. Failure to observe these instructions could cause mistakes to be made, resulting in damage to the terminal and pollution.

Caution: At SPM berths in heavy seas, with waves exceeding two meters in height, ensure that the stressing of manifold flanges and chafing hoses is minimized by securely lashing the hose to the tanker.

11.1.10 Completion of Cargo Transfer

Tanker Unloading / Discharging

Upon completion of cargo transfer, it is essential that the shore valve(s) remain open until oil flow has ceased completely. The Loading Master must wait for confirmation from the tanker that the manifold valves are fully shut, before closure of the shore valves.

Tanker Loading

The ships are required to confirm and adhere to minimum topping-off rates agreed prior to operations at Saudi Aramco loading facilities, which are as follow:

- * Ras Tanura, Sea Island - 15,000 barrels per hour
- * Juaymah SPM's - 25,000 barrels per hour
- * Yanbu North and Yanbu South - 20,000 barrels per hour

Upon completion of cargo transfer, it is essential that the tanker valve(s) remain open until oil flow has ceased completely. The Loading Master must wait for confirmation from the shore facility that the pumps are off before directing that the tanker manifold and hose end valves should be closed.

Warning: Rapid closing of valves while the product is flowing will cause a pressure surge. When valves are to be closed they shall be closed slowly.

11.1.11 Rough Weather

Once the tanker is moored to the terminal, cargo transfer operations can normally continue in any weather condition within the maximum designed operating environmental conditions as long as the tankers are behaving in an acceptable manner and the environmental limits are not exceeded.

11.2 Ballast Operations, Draft & Trim

11.2.1 Draft & Trim

Master shall ensure that the vessel's propeller is submerged and that a stern trim of no more than 1.5% of the ship's length in addition to sufficient under keel clearance are maintained at all the time during deballasting and loading/discharging operations. Vessels that are unable to comply with these requirements will not be accepted for berth. Vessels already berthed that cannot comply, will be, at Saudi Aramco's option, removed from berth for anchorage until such time as such requirements are met. All costs associated with such unberthing and berthing shall be for the vessel's account.

Tankers should always commence ballasting/deballasting operations concurrently with cargo transfer operations.

11.2.2 Commencing Deballast

Deballasting shall not commence until the vessel is fully secured to the berth. Thereafter, vessels must complete the deballasting operation as expeditiously and as safe as possible to minimize time at berth.

11.2.3 Poor Deballasting Performance

If, in the opinion of Saudi Aramco, a vessel which does not carry out cargo and ballast operations concurrently or requires a reduced loading or discharge rate while deballasting/ballasting, exceeds the deballasting time that Saudi Aramco considers normal, the Master will be so notified by letter.

11.3 Cargo Calculations and Release

11.3.1 Units of Measurement

The American system of cargo measurement in BARRELS with temperatures in degrees FAHRENHEIT according to the American Society for Testing & Materials – Institute of Petroleum (ASTM – IP) is used by Saudi Aramco and the Saudi Arabian Government for cargo measurement purposes. Ship's cargo loaded figures should be available in these units.

11.3.2 Volume Correction Factors

Saudi Aramco for Bill of Lading calculations and for ship/shore comparison calculation uses API Table 6 volume correction factors. A vessel experience factor (VEF) must not be applied when reporting vessel's figures to Saudi Aramco.

11.3.3 Cargo Release

Generally, if the difference between average normal ship measurement and official cargo measurement is satisfactory the ship will be released to sail by Saudi Aramco under EDP. Saudi Aramco will investigate unusual differences while the vessel waits in an assigned anchorage.

12. Berthing/Unberthing Policy

12.1 Factors.

Vessels calling at Saudi Aramco Ports and Terminals are assigned berths based on a variety of factors including, but not limited to, the following:

- Nomination date
- Time of arrival
- Product to be loaded
- Vessel size
- Available berths
- Sailing draft

If there are no immediate berthing prospects, vessels will be directed to anchor at an appropriate anchorage.

12.2 Double Berthing

Saudi Aramco reserves the right to advise vessels at which berth or berths and/or terminals, the loading will start and finish.

12.3 Moorings

All arriving vessels, except small coastal tankers of 5000 metric tonnes deadweight or less, shall comply with the minimum mooring requirements as stated in the section Saudi Aramco Ports/Mooring Rules.

12.4 Vacating the Berth

The vessel is expected to vacate the berth immediately upon completion of normal cargo/ballast/bunkers operations and the disconnection of the hoses/arms as advised by the Harbor Pilot.

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1 Forms & Documents (Description)

Examples of the various Marine forms and documents used by the Saudi Aramco Ports Management are given in the annex to this section. Each document and its purpose are briefly described hereunder.

1.1 Instructions to Masters and Conditions of Use of Port

This document requires the Master to acknowledge possession of the Saudi Aramco Oil Ports and Terminals Book and to agree to all the terms and conditions of use of port as given in the book. Vessels will not be permitted to move to and from the berths until these conditions are agreed. This is, therefore, the first document the Master will be asked to sign. The form is signed by the Master, the original for the Master and a copy for Saudi Aramco. A copy to be returned (may be e-mailed, as appropriate) to the Duty Harbor Master by the Harbor Pilot.

1.2 Marine Terminal Assistance Fees

Each Marine Terminal Assistance Fees form sets out the charges for Ras Tanura Port, Jeddah Marine Terminal, Duba Bulk Plant Terminal and Jazan Bulk Plant Terminal.

1.3 Master - Pilot Information Sheet

This form is completed on every occasion that a vessel visits a Saudi Aramco Terminal. It refers to the "Vessel Static Data Information Sheet" below. It also requires information about the Oil Discharge Monitor (ODME), venting system, smoking rooms and ship's cranes, (for SPM vessels).

1.4 Pilot – Shore Information Card / Pilot Notes

A form provided to enable the Harbor Pilot to gather all the information that is required to be passed to the shore loading facility, particularly Juaymah SPM terminal, including a note sheet provided to enable the Harbor Pilot to record all the information of note or that is required to be gathered during the course of an incident or investigation.

1.5 Berthing / Unberthing Information

A form provided to enable the Harbor Pilot to gather all the information that is required to be passed to the Port Control Centre for entering in the Port and Terminal Management System (PTMS) by the VTSOs.

1.6 Pilots Advice to Master (Mooring Arrangement Plan)

A schematic diagram, completed by the Harbor Pilot, to show and explain proposed tug locations and securing method together with planned mooring line sequence, arrangements and leads to the vessel's Master.

1.7 Safety Letter

Saudi Aramco provides a Safety letter, which may be issued, if desired to the Masters of vessels advising them of the terminal's expectations regarding joint responsibility for the safe conduct of operations and inviting co-operation and understanding from the vessel's personnel.

1.8 Warning against Restricting the Shore Flow Rate

This form draws attention to the dangers, recommendations and requirements of restricting the shore flow rate.

1.9 Warning Notice, Beware of the Dangers of Closing Ships Valves against the Shore Flow

Red text on a white background; this notice shall be presented to the Master for posting in a conspicuous place in the Cargo Control Room.

1.10 Prohibition Notice - Emissions

1.11 Warning against Commingling of Butane and Propane While Loading at Saudi Aramco Ports and Terminals

This form draws attention to the dangers, instructions to Masters, recommendations and penalties of commingling.

1.12 Warning against Not Maintaining Minimum Inert Gas Pressure in Cargo Tanks and the Common Venting System While at Saudi Aramco Ports and Terminals

This form draws attention to the dangers, instructions to Masters, recommendations and penalties of not maintaining the minimum inert gas pressure.

1.13 Warning against Moving Out of Position during Operations While at Saudi Aramco Ports and Terminals

This form draws attention to the dangers and serious consequences of not adequately monitoring the ship's mooring lines which may lead to suspension of operation. Penalties are stated for the serious dangers associated with the vessel positioning and strongly recommends close monitoring is maintained at all times.

1.14 Warning Notice for Ships at Berth to Avoid Forward, Aft and Lateral Movements

This form supports 3.12 with diagrams and stated requirements to maintain vessel positioning and strongly recommends close monitoring is maintained at all times.

1.15 Warning against Ship Coming Close to the SBM

This form draws attention to the dangers, recommendations and penalties of the serious dangers associated with the vessel coming close to the SPM and strongly recommends close monitoring is maintained at all times at the bow to monitor the distance between the SPM and the vessel and advise the Pilot in a timely manner of any abnormalities.

1.16 Advice to Masters Concerning Pollution

This document draws attention to the requirements and procedures that will be followed in the event of a pollution incident.

1.17 Advice to Masters Concerning Pollution (H2S)

This document draws attention to the requirements and procedures that will be followed in the event of not maintaining the H2S levels.

1.18 Ship / Shore Safety Check List

This checklist is a slightly modified form of the ISGOTT safety checklist. Rules for completion are given at the beginning of the form. Only one checklist form per vessel; no copies are to be given, however should the Master request a copy, the form may be photo copied. The form is signed by the Harbor Pilot (as terminal representative) and Master/Chief Officer; it is initialed, as appropriate, during routine safety checks.

1.19 Smoking Notices

Green text on a white background; these two notices shall be presented to the Master for posting, in a prominent place, on the outside of the designated smoking rooms.

1.20 Emergency Shut Down

Red text on a white background; this notice shall be presented to the Master for posting in a conspicuous place in the Cargo Control Room.

1.21 SPM Rep & Pilot Assistant Crane Checklist

A form which lists Saudi Aramco required tools and equipment to complete safe operations and includes the procedures and checks to be maintained and logged during a vessel stay at an SPM.

1.22 SPM Rep & Pilot Assistant Deck and Manifold Checklist

A form which lists Saudi Aramco required tools and equipment to complete safe operations and includes the procedures and checks to be maintained and logged during a vessel stay at an SPM.

1.23 Cargo/Bunker Loading Request and Discharging Plan

This form is to be completed after berthing and before cargo/bunker operations commence by the Harbor Pilot as required. The form is signed by the Harbor Pilot (as Saudi Aramco representative at off-shore berths) and by the vessel's Chief Officer and Chief Engineer (if vessel is to receive bunkers), in duplicate, the original for Saudi Aramco and one copy for the Master.

1.24 Amendments to Loading / Discharging Agreement

A form provided to enable recording of changes to the cargo/bunker loading request and discharging plan and notification of all involved parties. The form is signed by the Harbor Pilot / Terminal Representative and Master/Chief Officer in duplicate, the original for Saudi Aramco and one copy for the Master.

1.25 Ships Ullages - Instruction Sheet

This is the cover page of the ullage report from giving instructions for completing the data section.

1.26 Ships Ullages - Data Sheet

This form is in two parts; part 1, before loading; part 2, after loading. These two parts comprise the data parts of the ullage report form. It must be completed by the vessel's Cargo Officer and returned, properly completed and signed, to the Terminal Representative or Harbor Pilot as appropriate, as soon as possible after completing cargo. Delay in submission of the form means delay in comparison of ship/shore figures

with subsequent delay in release of cargo and therefore in the vessel's sailing. The form is signed by the Chief Officer/Master in triplicate, the original plus one copy for Saudi Aramco and one copy for the Master.

1.27 Bunker Delivery Note

This form is to be completed on completion of the bunkering operation and returned to the Harbor Pilot. It applies only to offshore berths where bunkers are available. When signed the form allows the vessel's agent to sign for receipt of the bunkers on behalf of the vessel's Master; in addition, it is required to obtain release of the bunkers enabling the vessel to sail. The form is signed by the Harbor Pilot (as Saudi Aramco representative) at off-shore berths and the vessel's Chief Engineer/Master.

1.28 Ship/Shore Difference Investigation Checklist

If the difference between the ship and shore calculations is outside of the allowable tolerance and a recheck does not resolve the difference, either a Saudi Aramco Cargo Inspector or assigned Harbor Pilot will, together with the ship's Cargo Officer, resurvey the cargo. This form is provided to comprise a structured investigation of a declared ship/shore difference, all steps shall be completed and in sequential order. The methods and procedures used by Saudi Aramco exactly follow the procedures required by the Ship/Shore Difference Investigation checklist. The Inspector / Pilot will complete ullage forms and request the Master or Cargo Officer to witness and agree to the figures by signature of the form.

1.29 Maximum Sailing Draft – VLCC – Ras Tanura

A form for use at Ras Tanura Terminal and which shall be issued to Masters of vessels whose sailing draft will exceed 19.50 meters and whose sailing time may therefore be restricted by tide height. The form is signed by the Harbor Pilot and Master.

1.30 Protest Letter

This form is standard Saudi Aramco Protest letter issued for any incident or deficiency which could result in loss, damage or delay or which contravenes any

Saudi Aramco regulation or safety requirement. The form is signed by the Harbor Pilot (as Saudi Aramco Representative) and acknowledged by the vessel's Master.

1.31 Pollution Notice

This form is standard Saudi Aramco pollution form letter issued whenever it is determined or suspected that a vessel has caused a pollution incident. The form is signed by the Harbor Pilot (as Saudi Aramco representative) and acknowledged by the vessel's Master.

1.32 Port Clearance Statement

This form is to be used when a vessel has completed loading and is due to depart the terminal but has not yet received inward clearance, (for whatever reason) and shall go to anchor to await the government officials to grant clearance both inward and outward.

1.33 Hose Configuration and Tide Indication

This form provides a schematic diagram of SPM cargo hose configuration and a table for expected tide times

1.34 SPM Position Monitoring

This diagram demonstrates the correct method for SPM position monitoring includes a schematic diagram of SPM position notation. A copy should be posted in the Cargo Control Room.

1.35 SPM Status Log

The SPM status log should to be completed by the vessel during the period from secured until unmoored.

1.36 SPM Basket Equipment Deficiency Report

A form provided to enable the Pilot /Pilot Assistant / SPM Representative to record and report all deficiencies and shortcomings found in Saudi Aramco supplied hose connection equipment.

1.37 General and Cargo Log

A form provided to enable the Harbor Pilot to record all the relevant information, hourly cargo quantities and loading/discharging rates, adverse/abnormal weather conditions, significant timings and any other abnormal events or incidents related to all aspects of the assigned pilot team's duties.

1.38 Bunker Loading Log

A form provided to enable the Harbor Pilot to record all the relevant information, hourly bunker quantities and loading rates and significant timings related to all aspects bunker loading operations.

1.39 SPM Mooring Diagram

A schematic diagram, which shall be completed and a copy maintained in the vessel's file, to be used for pilot team reference in future calls by a vessel at the terminal.

1.40 Ships Deck plan for Helicopter Usage

A schematic diagram which shall be completed and a copy maintained in the vessel's file, to be used in planning helicopter operations for pilot team transfer to and from the vessel.

1.41 Tanker Static Data Card

This form is completed only once on the initial visit of a vessel to the Port or terminal to record all the principal information required by the Harbor Pilot prior to planning a maneuvering assignment. It shall be kept in the vessel's file for future reference. The Master is required to state on the 'Master - Pilot Information Sheet' if any of this data has changed since the last visit. If so, a new form must be completed.

1.42 Utilities and Oil Movement

This document requires the Master / Representative of the company / Vessel to confirm and detail the use of tugs in port for berthing / unberthing including charges, as required for Saudi Aramco Western Region Ports.

2 Annex I (Documents, Diagrams and Charts)

2.1 Section 1

2.1.1 Section 1 | Form 1 - Instructions to Masters and Conditions of Use of Port.

Section 1 | Form 1

KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)



INSTRUCTIONS TO MASTERS AND CONDITIONS OF USE OF PORT

Port/Terminal _____ Pilot on board Date _____ / Time _____ (Local)

To: the Master/MV _____

BERTH INFORMATION

1. Your vessel will be moored to Berth: _____ (Port side / Starboard side / Stern to the berth / SPM)
2. The first Low Water will be approximately: _____ (local time) and approximately: _____ meters above LAT.
3. The local time is GMT + 3 hours.

INSTRUCTIONS TO MASTERS

1. All movements of vessels to and from berths and in the proximity of Saudi Aramco facilities shall be under the direction of a Saudi Aramco Harbor Pilot. Saudi Aramco tugs shall assist in berthing and unberthing as required by the Harbor Pilot.
2. All essential navigational and communications equipment shall be tested before any maneuvering to or from the berth is commenced. Full main engine power shall be available for berthing and unberthing.
3. When at berth, the vessel shall be ready, in every respect, to leave on / at short notice, with full engine power. Further, the Master of every vessel shall, in circumstances which threaten the safety of the vessel, its crew or the port installations, be prepared to unberth the vessel immediately, if so required by the Port Captain, with or without a Harbor Pilot on board.
4. Any special conditions present in the vessel which may affect maneuvering, berthing or cargo handling capability shall be noticed to the Harbor Pilot before operations commence.
5. The Master of the vessel shall remain solely responsible for the safety and the proper operation to the vessel at all times.
Neither Saudi Aramco nor any of its personnel shall be responsible for any loss, damage or expense of whatsoever nature and howsoever caused, arising directly or indirectly out of any advice and/or assistance given or tendered in respect of the vessel during its stay in port.

CONDITIONS OF USE OF PORT

1. Masters shall contract to comply with and accept all the conditions, rules and regulations contained within the SAUDI ARAMCO, PORT AND TERMINALS, RULES REGULATIONS AND GENERAL INFORMATION book and shall, on behalf of their Owners, Operators and Charterers agree to be bound by same prior to berthing.
2. Harbor Pilots will not berth any vessel at Saudi Aramco Facilities without the Master's signature of acknowledgment and agreement as given hereunder.

MASTER'S ACKNOWLEDGMENT

I acknowledge receipt of a copy of this document and by my signature below, hereby confirm that I have on board my vessel a copy of the latest version of the SAUDI ARAMCO, PORT AND TERMINALS, RULES REGULATIONS AND GENERAL INFORMATION currently in force and that, for and on behalf of the Owners, Managers, Operators and Charterers, I hereby agree to all the terms, conditions and stipulations set out therein and agree to be bound by the same.

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

Signed: _____
 (Master)

Date/Time: _____

Section 1

2.1.2 Section 1 | Form 2 – Ras Tanura Marine Terminal Assistance Fees

Section 1 | Form 2

Saudi Aramco
Eastern Region Terminals Operations Department
Pilotage Operations Division



Marine Terminal Assistance Fees Acknowledgement

Ship Name			IMO	
Summer DWT		Gross Tonnage		
Shipping Agent				
Shipment Type	<input type="checkbox"/> International		<input type="checkbox"/> Local	
Terminal	<input type="checkbox"/> North Pier	<input type="checkbox"/> Sea Island	<input type="checkbox"/> Juaymah SPM	<input type="checkbox"/> Juaymah NGL

I, Master of the Ship: _____ hereby acknowledge the applicable marine terminal assistance fee category for my vessel as per the form and agree to all terms and conditions stipulated in the Marine Terminal Assistance Fees appendix to the Saudi Aramco Ports and Terminals Booklet.

Fee Category	Terminal	Summer Deadweight	Pilotage per gross ton	Pilot Transfer	Tug Boats	Mooring Boats
A <input type="checkbox"/>	RT Terminals (North Pier & Sea Island)	0 – 10,000	\$ 0.05	\$ 2,966	\$ 3,409	NA
B <input type="checkbox"/>		10,001 – 80,000	\$ 0.05	\$ 2,966	\$ 8,938	NA
C <input type="checkbox"/>		80,001 – 130,000	\$ 0.05	\$ 2,966	\$ 16,490	NA
D <input type="checkbox"/>		130,001 – 200,000	\$ 0.05	\$ 2,966	\$ 26,018	NA
E <input type="checkbox"/>		200,001 and higher	\$ 0.0708	\$ 2,966	\$ 30,690	NA
F <input type="checkbox"/>	Juaymah NGL	All	\$ 0.05	\$ 2,966	\$ 12,014	NA
G <input type="checkbox"/>	Juaymah SPM	All	\$ 0.0708	\$ 2,966	\$ 9,673	\$ 21,017

* Fees cover normal operations. If there are any delays or interruptions, different charges may apply.

** Fees listed are exclusive of Value Added Tax (VAT).

SIGNED: _____ (MASTER)

SIGNED: _____ (Harbor Pilot)

MT: _____

HP Name: _____

DATE / TIME: _____

DATE / TIME: _____

ORIGINAL: MASTER
COPY: SAUDI ARAMCO

2.1.3 Section 1 | Form 3 – Jeddah Marine Terminal Assistance Fees

section 1 | Form 3

Saudi Aramco
Western Region Terminals Department
Utilities and Oil Movement – Marine Terminal Unit



Jeddah Marine Terminal Assistance Fees Acknowledgement

Ship Name		IMO	
Summer DWT			
Shipping Agent			
Shipment Type	<input type="checkbox"/> International		<input type="checkbox"/> Local
Berth	<input type="checkbox"/> Outer Harbor (B#)		<input type="checkbox"/> Inner Harbor (B#)

I, Master of the Ship: _____ hereby acknowledge the applicable marine terminal assistance fee category for my vessel as per the form and agree to all terms and conditions stipulated in the Marine Terminal Assistance Fees appendix to the Saudi Aramco Ports and Terminals Booklet.

Fee Category	Summer Deadweight	Pilotage	Tug Boats	Mooring Service	Pilot Transfer
C	25,001 – 50,000	\$11,373	\$36,273	\$988	\$6,725
D	50,001 – 90,000	\$18,108	\$55,631	\$1,033	\$7,041
E	90,001 and higher	\$24,373	\$74,344	\$1,033	\$7,041

* Fees cover normal operations. If there are any delays or interruptions, different charges may apply.
 ** For vessels of 25,000 Summer Deadweight and below, the fees set out in Western Region Terminals Department Form 4b apply.
 *** Fees listed are exclusive of Value Added Tax (VAT).

Section 1

SIGNED: _____ (MASTER)
 MT: _____
 DATE / TIME: _____

SIGNED: _____ (Harbor Pilot)
 HP Name: _____
 DATE / TIME: _____

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

2.1.4 Section 1 | Form 4 – Duba and Jazan BP Marine Terminal Assistance Fees

Section 1 | Form 4

Saudi Aramco
Western Region Distribution Department



Marine Terminal Assistance Fees Acknowledgement

Ship Name			IMO	
Shipping Agent				
Shipment Type	<input type="checkbox"/> International			<input type="checkbox"/> Local
Terminal	<input type="checkbox"/> Duba Bulk Plant			<input type="checkbox"/> Jazan Bulk Plant

I, Master of the Ship: _____ hereby acknowledge the applicable marine terminal assistance fee category for my vessel as per the form and agree to all terms and conditions stipulated in the Marine Terminal Assistance Fees appendix to the Saudi Aramco Ports and Terminals Booklet.

Terminal	Pilotage	Pilot Transfer	Tug Boats	Total Fee
Duba Bulk Plant	\$ 5,072.14	\$ 22,197.88	\$ 68,096.10	\$ 95,366.12
Jazan Bulk Plant	\$ 11,189.66	\$ 16,162.98	\$ 71,158.68	\$ 98,511.32

* Fees cover normal operations. If there are any delays or interruptions, different charges may apply.

** Fees listed are exclusive of Value Added Tax (VAT).

Section 1

SIGNED: _____ (MASTER)

SIGNED: _____ (Harbor Pilot)

Master Name: _____

HP Name: _____

DATE / TIME: _____

DATE / TIME: _____

ORIGINAL: MASTER
COPY: SAUDI ARAMCO

2.1.5 Section 1 | Form 5 - Master - Pilot Information Sheet

Section 1 | Form 5



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

MASTER - PILOT INFORMATION SHEET

TERMINAL :	BERTH :	DATE :
VESSEL NAME:	MDWT :	

VESSEL'S CONDITION (USE METRIC UNITS):

ARRIVAL		DEPARTURE	
DRAFT (F)		DRAFT (F)	
DRAFT (A)		DRAFT (A)	
DISPLACEMENT		DRAFT (M)	

VESSEL'S STATIC DATA - INDICATE WHETHER SAME AS PREVIOUS VISIT :

1. Dimensions	SAME YES / NO?
2. Propulsion	SAME YES / NO?
3. Maneuvering characteristics	SAME YES / NO?
4. Navigational Aids	SAME YES / NO?
5. Mooring equipment & arrangement	SAME YES / NO?
6. Manning	SAME YES / NO?

Masters remarks if: 1) The answer to any question is "NO" 2) There are any special conditions for handling the vessel 3) There is any other information concerning the safety of the vessel.

"This section N/A if completing "Vessel's Static Data Information Sheet".

Ballast Discharge / Oil Discharge Monitoring Equipment:

My vessel IS / IS NOT* equipped with a full functional Oil Discharge Monitor. If Not so equipped, my vessel will retain a total ballast of _____ BBLS in order to comply with "Saudi Aramco, Ports and Terminals, Rules Regulations and General Information, Common Rules and Information, Section 5.0, Pollution Policy and Actions.

*Strike out which does not apply.

GENERAL SAFETY:

Primary venting system to be used : _____

Jointly agreed smoking rooms:

1. _____ 2. _____

Are all crane 'Classification Society' certificates valid ? **YES / NO**

Is the crane operator certified competent & experienced with the ship's equipment? **YES / NO**

Is the designed signalman suitably trained & qualified? **YES / NO**

PILOTS ADVICE TO MASTER :

1. Intended plan of navigation and approach to berth.
2. Tugs to be used, location and method of securing.
3. Tidal and weather conditions.
4. Anchoring limitation - submarine pipelines.
5. Traffic condition.
6. Mooring arrangement plan.
7. Conditions of use of port.
8. Pilots remarks of any special conditions for handling the vessel
9. Manifold seals requirement.

MASTER ADVICE TO PILOT:

1. Include master confirmation of required manning in the Pilot Master Information card upon the arrival of ships to the terminal.
2. Master shall maintain required manning as per ICS Bridge Procedures Guide and / or Vessel Management requirements.

 (Pilot's Name & Signature)

CC : WHITE : MASTER COPY : PILOT

 (Master's Name & Signature)

2.1.6 Section 1 | Form 6 - Pilot-Shore Information card / Pilots Notes

Section 1 | Form 6



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

PILOT-SHORE INFORMATION CARD

SHIP'S NAME: _____ BERTH: _____
 SHIP'S FLAG: _____ DWT: _____
 SHIP ARRIVED/ANCHORED: _____ ANCHOR UP: _____
 PILOT ON BOARD: _____ DESTINATION: _____

loading information			Discharging Information		
Cargo	Quantity	Rate	Cargo	Quantity	Rate
X. LIGHT					
LIGHT					
MEDIUM					
HEAVY					
OTHERS					

BLENDING ON BOARD: _____ OTHER: _____
 BUNKERS: QUANTITY: _____ RATE: _____
 BUNKER MANIFOLD SIZE: _____ CARGO MANIFOLD SIZE: _____
 SIZE OF CARGO BUTTERFLY VALVE/GATE VALVE: _____
 BUTTERFLY VALVES FITTED WITH SAFETY LOCKS: _____
 CLOSING TIME MANIFOLD VALVES: _____
 IF LESS THAN 30 SECONDS - SAFETY LOCKS MUST BE FITTED
 INFORM BERTH OPERATOR OF MANIFOLD VALVE CLOSING TIME
 BALLAST SBT CLEAN QUANTITY: _____ TIME: _____
 LOAD/BALLAST SIMULTANEOUSLY: _____ RATE: _____ THRU 1/2 MANIFOLD _____

PART CARGO ON BOARD			
PORT LOADED			
SHIP FIGURES			
SHORE FIGURES			
TEMPERATURE			
API			
SLOPS ON ARRIVAL			

NOR TENDERED: _____ NOR RECEIVED: _____
 SHIP CLEARED: YES NO SPECIAL PERMISSION FROM CUSTOM
 REMARKS:

(Pilot's Name & Signature)

Section 1



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)
HARBOR PILOT NOTES

Section 1

Date	Time	Remarks

2.1.7 Section 1 | Form 7 - Berthing and Unberthing information

Section 1 | Form 7



BERTHING INFORMATION

Pilot On Board : _____ Arrival DR F : _____
 Date: _____ A : _____
 Time: _____
 Tugs Name :
 1 _____ 3 _____
 2 _____ 4 _____
 Tugs A/S : _____
 Tugs Sec : _____
 Comm. Mooring : _____
 V/L Secured : _____
 Deflection: Forward: _____ AFT : _____

 (Master's Name & Signature) (Pilot's Name & Signature)

UN-BERTHING INFORMATION

Pilot On Board _____ Departure DR F : _____
 Date: _____ A : _____
 Time: _____
 Comp. Cargo / Loading / Discharging : _____
 Cargo released Time: _____
 Last Equipment Off : _____
 Tugs Name :
 1 _____ 3 _____
 2 _____ 4 _____
 Tugs A/S : _____ Tugs Sec : _____
 Comm. Un-Mooring : _____
 Last Line In : _____
 Clear Berth : _____
 Pilot Disembarked : _____
 Original: Saudi Aramco _____
 Copy: As required (Pilot's Name & Signature)

Section 1

2.1.8 Section 1 | Form 8 - Pilots Advice to Masters Diagram

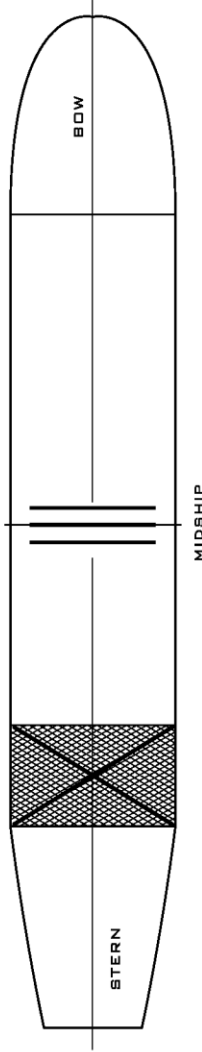
Tug usage and Mooring arrangement plans

Section 1 | Form 8

SAUDI ARABIAN OIL COMPANY
(SAUDI ARAMCO)

PILOTS ADVICE TO MASTER

(ITEM NO. 2 ~ TUGS USAGE & ITEM NO. 6 ~ MOORING ARRANGEMENT PLAN)



Port / Terminal: _____
 Signature (Pilot) _____
 Date: _____

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

Section 1

2.1.9 Section 1 | Form 9 - Safety Letter

Section 1 | Form 9



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)
Safety Letter

Terminal _____

Date _____

The Master MV _____

Port _____

Dear Sir,

As Master of the ship, you remain responsible for the safe conduct of operations onboard your vessel at all times. However, you also have a duty to ensure that the operations on your vessel do not compromise the safety of the terminal or terminal staff. As such, you are required to provide your full co-operation on the safety requirements set out in the Ship/Shore Safety Check-List, which are based on safe practices that are widely accepted by the oil and tanker industries.

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

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

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

There can be no compromise with safety.

Please acknowledge receipt of this letter by countersigning and returning the attached copy.

Signed _____
Harbor Pilot

Signed _____
Master

MV _____

Date/Time _____

ORIGINAL: MASTER
COPY: SAUDI ARAMCO

Section 1

2.1.10 Section 1 | Form 10 - Warning Against Restricting the Shore Flow Rate and Consequences of a Vessel Activation of the Shore Emergency Shut Down (ESD).

Section 1 | Form 10

**KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)**



WARNING AGAINST RESTRICTING THE SHORE FLOW RATE AND CONSEQUENCES OF A VESSEL ACTIVATION OF THE SHORE EMERGENCY SHUT DOWN (ESD).

THE DANGERS

Your attention is drawn to the serious dangers associated with closing ship valves against the prevailing cargo flow rate or reducing the number of tanks available for loading without first informing the shore loading supervisor.

Surge forces rapidly develop in any pipeline system that is subjected to a reduction in outflow prior to a corresponding reduction in input rates. These surge forces are manifested as destructive forces within the pipeline system, which in addition to damaging the loading system, could result in fire, explosions or severe pollution incidents.

Saudi Aramco employs emergency tripping sensors and mechanisms to guard against such dangers. However, (1) mechanical devices can fail and (2) in the event of an emergency shut down, the entire terminal loading system will shut down.

RECOMMENDATIONS & REQUIREMENTS

Saudi Aramco strongly recommends that before loading operations are commenced, the International Safety Guide for Oil Tankers & Terminals (ISGOTT) is fully reviewed in respect to communications, valve operations, topping off procedures and pressure surges.

Because instant adjustment of loading rates is not possible, you must, when requesting a reduction in flow rate, allow adequate time for the reduction in flow to your ship. You must also notify the shore loading supervisor in good time prior to any action which may cause a restriction in flow rate. In case of emergency, please see the "Emergency Shut Down" card supplied.

PENALTIES

You are advised that it is Saudi Aramco policy to seek recompense, to the full extent permitted by law, for all additional costs that are incurred due to the negligence or fault of a third party as referenced in "Saudi Aramco, Ports and Terminals, Rules Regulations and General Information, Common Rules and Information, Section 1, Conditions for use of Ports and Terminals (Legal Liabilities)"

Moreover, any vessel contributing to an Emergency Shut Down (ESD) system activation will be subject to removal from the berth.

Additionally the vessel will be flagged in Saudi Aramco System on departure and subjected to stringent vetting requirements during future visits and potential banning if further serious safety or operational deficiencies are committed.

SIGNED: _____ (MASTER) SIGNED: _____ (HARBOR PILOT)

MT: _____ HP NAME: _____

DATE / TIME: _____ DATE / TIME: _____

ORIGINAL: MASTER
COPY: SAUDI ARAMCO

Section 1

2.1.11 Section 1 | Form 11 – Warning notice – Beware of the dangers of closing the ships valves against the shore flow



**WARNING
BEWARE OF THE DANGERS OF CLOSING SHIP VALVES
AGAINST THE SHORE FLOW**

FOR FURTHER DETAILS REFER TO SAUDI ARAMCO FORMS :

**'WARNING AGAINST RESTRICTING THE SHORE FLOW RATE AND CONSEQUENCES
OF A VESSEL ACTIVATION OF THE SHORE EMERGENCY SHUT DOWN (ESD)'**

**AND
'EMERGENCY SHUT DOWN'
TO BE FOUND IN THE HARBOR PILOT LOG BOOK**

POST THIS NOTICE IN A PROMINENT POSITION IN THE CARGO CONTROL ROOM

Section 1 | Form 11

Section 1

2.1.12 Section 1 | Form 12 - Prohibition Notice – Emissions



PROHIBITION NOTICE

EXCESSIVE SMOKE EMISSION, EXPULSION OF INCENDIVE MATERIAL OR HOT ASH FROM SHIP BY SOOT BLOWING, INCINERATION AND ANY OTHER ACTION IS

STRICTLY PROHIBITED



DURING THE VESSELS STAY THIS NOTICE MUST BE POSTED IN APPLICABLE AND PROMINENT POSITIONS

LOCATION _____ DATE _____

Section 1 | Form 12

Section 1

2.2 Section 2

2.2.1 Section 2 | Form 13 - Warning against Commingling of Butane and Propane While Loading at Saudi Aramco Ports and Terminals

Section 2 | Form 13



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

WARNING AGAINST COMMINGLING OF BUTANE AND PROPANE WHILST LOADING AT SAUDI ARAMCO PORTS AND TERMINALS.

THE DANGERS :

Your attention is drawn to the serious consequences of a mismanaged commingling operation, with the risk of cargo tank relief valves lifting whilst alongside due to excessive tank pressures caused by the commingling operation. The lifting of relief valves may lead to an unacceptable release of large clouds of heavier than air cargo vapour, which has serious consequences for ship and terminal. Terminal personnel will be alert to unusually slow loading rates, which may indicate that a commingling operation is taking place.

INSTRUCTION TO MASTERS :

Commingling of Butane and Propane cargoes whilst loading at any of Saudi Aramco's ports and terminals is prohibited under any circumstances.

PENALTIES

You are advised that Saudi Aramco's policy is to seek compensation to the full extent of the law for all costs and expenses incurred due to the negligence or fault of the vessel or violation of Saudi Aramco Port or/and Terminal Rules and Regulations

SIGNED: _____ (MASTER) SIGNED: _____ (HARBOR PILOT)

MT: _____ HP NAME: _____

DATE / TIME: _____ DATE / TIME: _____

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

2.2.2 Section 2 | Form 14 - Warning against Not Maintaining Minimum Inert Gas Pressure in Cargo Tanks and the Common Venting System While Loading at Saudi Aramco Ports and Terminals

Section 2 | Form 14



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)

WARNING AGAINST NOT MAINTAINING MINIMUM INERT GAS PRESSURE IN CARGO TANKS AND THE COMMON VENTING SYSTEM WHILST LOADING / DISCHARGING AT SAUDI ARAMCO PORTS AND TERMINALS.

THE DANGERS :

Your attention is drawn to the serious consequences of not maintaining minimum Inert Gas pressure in cargo tanks and the common venting system whilst loading at Saudi Aramco ports and terminals.

INSTRUCTION TO MASTERS :

Ensure that the Inert Gas (I.G.) pressure in the ship's main venting system is kept at a positive pressure of at least 100 mm of water; or in accordance with the designed minimum operating parameters of the ship's I.G. system; at all times.

RECOMMENDATIONS :

International Safety Guide for Oil Tankers and Terminals (ISGOTT).

When all tanks have been inerted, they should be kept common with the IG main and the system pressurized with a minimum positive pressure of at least 100mm Water Gauge (WG). If individual tanks have to be separated from a common line , e.g. for product integrity, the tanks should have an alternative means of maintaining an IG blanket.

PENALTIES

You are advised that Saudi Aramco's policy is to seek compensation to the full extent of the law for all costs and expenses incurred due to the negligence or fault of the vessel or violation of Saudi Aramco Port or/and Terminal Rules and Regulations.

Section 2

SIGNED: _____ (MASTER) SIGNED: _____ (HARBOR PILOT)

MT: _____ HP NAME: _____

DATE / TIME: _____ DATE / TIME: _____

ORIGINAL: MASTER
COPY: SAUDI ARAMCO

2.2.3 Section 2 | Form 15 - Warning against Moving out of Position during Loading / discharging operation while at Saudi Aramco Ports and Terminals

Section 2 | Form 15



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

WARNING AGAINST MOVING OUT OF POSITION DURING LOADING/DISCHARGING OPERATION WHILE AT SAUDI ARAMCO PORTS AND TERMINALS.

THE DANGERS:

Your attention is drawn to the serious consequences of not adequately monitoring the ship's mooring lines which may lead to suspension of the loading/discharging operation.

INSTRUCTION TO MASTERS:

1. Ensure that the ship's mooring lines are always tight.
2. Monitor the moorings and the ship's position relative to the berth at regular intervals

REQUIREMENTS:

1. A simple method of identifying movement of the vessel while alongside is to mark the ship's hose rail/deck with chalk for comparison with a fixed position on the Terminal, Sea Island or Loading Platform. Any movement can then be easily noted.
2. Transit information shall be noted in the Ship's Log Book and the Harbor Pilot Log book for subsequent Pilot information and reference during safety checks to verify if any movement has occurred.
3. Your attention is drawn to the requirements of OCIMF publications International Safety Guide for Oil Tankers and Terminals (ISGOTT) and Mooring Equipment Guidelines.

PENALTIES

You are advised that Saudi Aramco's policy is to seek compensation to the fullest extent of the law for all costs and expenses incurred due to the negligence or fault of the vessel or violation of Saudi Aramco Port or/and Terminal, Rules and Regulations.

SIGNED: _____ (MASTER) SIGNED: _____ (HARBOR PILOT)

MT: _____ HP NAME: _____

DATE / TIME: _____ DATE / TIME: _____

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

2.2.4 Section 2 | Form 16 - Warning notice for ships at berth to avoid forward, aft and lateral movements

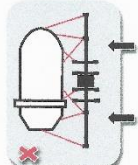
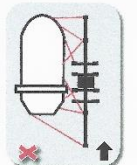
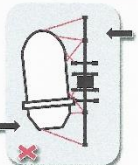
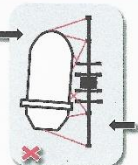
Section 2 | Form 16



**KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)**

**THIS NOTICE MUST BE POSTED FOR THE ATTENTION OF
ALL VESSEL MOORING OPERATIONS PERSONNEL**

WARNING NOTICE FOR SHIPS AT BERTH TO AVOID FORWARD, AFT AND LATERAL MOVEMENTS

Saudi Aramco Port requirements: As described in OCIMF - Mooring Equipment Guidelines.

Ships must schedule regular checks of moorings with a frequency relative to expected weather conditions and planned cargo operations particularly a heightened awareness to increase the frequency of checks during discharging operations.

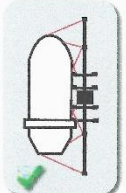
Crew involved in the tending of mooring lines must take into consideration the sequence of tending with due regard to wind and tidal directions and additionally keep sight of the mooring lines to ensure the line tending process is executed in a controlled manner to avoid tension jerk.

All mooring winch brakes must be marked clearly with 60%MBL setting and no brake should be tightened past this set point during the vessels stay in port.

Mooring winch gears, not in use tending lines must be disengaged with locking pins in place.

All mooring lines must be in a suitable good condition for use and free of damage.

Mooring lines or tails in use forward or aft as spring lines, breast lines or head/stern lines should be of similar construction and rigging to ensure as far as possible equal load distribution. Any mixed grouping of unlike wire or fiber ropes or tails shall be avoided as far as possible.



Section 2

SIGNED: _____ (MASTER) SIGNED: _____ (HARBOR PILOT)

MT: _____ HP NAME: _____

DATE / TIME: _____ DATE / TIME: _____

ORIGINAL: MASTER
COPY: SAUDI ARAMCO

2.2.5 Section 2 | Form 17 - Warning against Ship Coming Close to the SBM

Section 2 | Form 17



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

WARNING AGAINST SHIP COMING CLOSE TO THE SPM

THE DANGERS:

Your attention is drawn to the serious dangers associated with ship coming close to the SPM without proper watch.

REQUIREMENTS:

Saudi Aramco requires that a sharp watch should be maintained at all times while your ship is secured to the SPM at Juaymah Terminal. You are required to notify the Pilot/Pilot assistant immediately as the distance from the bow to the SPM closes to 20m and in ample time, so that a preventive action may be taken to eliminate any damage that may be caused to the SPM.

PENALTIES:

You are advised, that Saudi Aramco policy is to seek compensation, to the full extent permitted by law, for all unplanned costs that are incurred due to the negligence or fault of the vessel.

See "Saudi Aramco, Ports and Terminals, Rules Regulations and General Information, Common Rules and Information, Conditions for use of Ports and Terminals (Legal Liabilities)".

SIGNED: _____ (MASTER) SIGNED: _____ (HARBOR PILOT)

MT: _____ HP NAME: _____

DATE / TIME: _____ DATE / TIME: _____

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

2.2.6 Section 2 | Form 18 - Advice to Masters concerning pollution 1

Section 2 | Form 18



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

ADVICE TO MASTERS CONCERNING POLLUTION

Master of /MV _____

TERMINAL: _____ BERTH: _____ DATE: _____

1. DEBALLASTING PLAN AND SPILL PRECAUTIONS:

We wish to elicit your aid so that you and we, acting in partnership, may eliminate all possibility of the discharge of oil into the sea from your vessel while berthed in Saudi Aramco oil ports and terminals.

Your Cargo Officer will be asked by the Pilot assigned to your vessel, to provide a deballasting plan prior to the discharge of ballast and to answer certain checklist questions and designed to ensure that all reasonable precautions have been taken to prevent the discharge of oil into the sea. You are asked to very carefully consider this plan prior to any discharge of ballast and to take all such precautions that you may reasonably take to prevent pollution. See "Saudi Aramco, Ports and Terminals, Rules Regulations and General Information, Common Rules and Information, Section 5.0, Pollution Policy and Actions on procedures and monitoring of ballast discharge.

In the event of an oil spill, this plan will be used as an indispensable part of the investigation. Therefore, should you decide to change your previously advised deballasting plan, you are urged, in your own interests, to promptly advise the assigned Pilot or the Terminal Operator, as appropriate, of the new plan.

2. IN THE EVENT OF A POLLUTION INCIDENT :

You are advised that Saudi Aramco will employ all reasonable means to clean up any oil spilled into the sea, to mitigate any damages caused by the pollution and to identify and secure the source of the pollution. You are further advised that it is Saudi Aramco policy to seek recompense to the full extent permitted by law, for all costs incurred due to the negligence or fault of a third party. See "Saudi Aramco, Ports and Terminals, Rules Regulations and General Information, Common Rules and Information, Section 1.0, Conditions for use of Ports and Terminals (Legal Liabilities)".

Discovery of pollution at or near a vessel will always require the immediate shutdown of cargo and ballast operations on that vessel pending investigation and clean-up action.

3. INVESTIGATION

Because Saudi Aramco must determine the source of a leak or spill and ensure that it has been secured with no further possibility of a spill from the same source, a thorough investigation will be initiated for any pollution whatsoever, no matter how minor.

If it is not possible, within one hour of discovery, to determine and / or secure the source of the spill, the vessel will be removed from berth pending further investigation. During this time Saudi Aramco will carry out, concurrently so far as possible, a thorough inspection of its facility (the berth) and, with your cooperation, the vessel.

Section 2

2.2.7 Section 2 | Form 18 - Advice to Masters concerning pollution 2

Section 2 | Form 18

ADVICE TO MASTERS CONCERNING POLLUTION

If the Saudi Aramco facility is the source of the pollution, the vessel will be re-berthed at Saudi Aramco expense and as soon as possible to complete operations. If the facility is not the source of the spill, the vessel will be presumed to be the source unless investigation conclusively proves otherwise. Vessels will not be re-berthed until Saudi Aramco is satisfied that the source of the spill has been secured.

An investigation of the ship may require that ullages or soundings be taken of all tanks. Samples may be drawn from ballast tanks, ballast lines, ballast pumps, sea chests and from the sea. The samples so obtained will be analyzed to determine whether the samples from the sea match the samples from the ship.

In order to avoid delays, Masters are urged to contact their agents early to obtain a diving inspection should they suspect a hull leak or other fault requiring investigation by divers.

Masters who elect to discharge their contaminated ballast outside the geographical boundaries of Saudi Aramco ports and terminals shall do so in accordance with all applicable Saudi Arab Government and other local government rules and regulations and all applicable international treaties and conventions. Should a vessel's Master elect to depart a Saudi Aramco port or terminal to discharge contaminated ballast prior to loading, upon the vessel's return the Master may be requested to produce documentary evidence for forwarding to local Saudi Arab Government authorities, indicating the location, date, time and amount of such discharge.

4. CLEAN-UP COSTS AND LETTER OF GUARANTEE

In the event that your vessel is the source of pollution, you will be served with a letter of protest and you will be asked to provide a statement of facts concerning the incident. Further, a guarantee in the form of a Letter of Undertaking, satisfactory to Saudi Aramco, in an amount sufficient to cover all costs to Saudi Aramco will be obtained through your agent. Your vessel will not be permitted to sail until such time as this guarantee letter is received. Costs reimbursable to Saudi Aramco for pollution caused by your vessel may include but shall not be limited to the following expenses:

- Investigation costs including aerial surveillance.
- Charges for unproductive occupancy of the berth.
- Boats, materials and other equipment used for oil spill clean-up.
- Manpower resources.
- Samples analysis.
- Oil waste treatment costs.
- The costs of providing marine assistance to unberth and re-berth vessels.
- Corporate overheads.

PLEASE REFER TO SECTION 5.0 "POLLUTION POLICY AND ACTIONS" in the Saudi Aramco, Ports and Terminals, Rules Regulations and General Information, Common Rules and Information.

PILOT SIGNATURE _____
(per pro Saudi Aramco Port Captain)

2.2.8 Section 2 | Form 19 - Advice to Masters concerning pollution (H2S)

Section 2 | Form 19



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

ADVICE TO MASTER CONCERNING POLLUTION (H₂S)

The Dangers:

H₂S is highly dangerous even at low concentrations, quickly deadening the sense of smell; it can overcome a person in a short space of time, particularly when there is no wind. You and your crew are advised to be vigilant and take the necessary precautions, as advised in the International Safety Guide for Oil Tankers and Terminals (ISGOTT).

Instruction to Masters:

Tankers arriving at the Terminal having previously carried a high H₂S content cargo are required to purge Saudi Aramco nominated cargo tanks prior to arrival. Such Tankers shall confirm, via "Standard Message-Arrival Telex, that the cargo tank atmosphere contains H₂S levels below 10 ppm.

Recommendations:

Take all precautions to prevent high concentrations of hazardous substances being vented to atmosphere during loading/discharging. Precautions may include the purging of all tanks prior to arrival to ensure that levels of gas within the tanks do not exceed allowable limitations, as per Saudi Aramco regulations.

Penalties:

Tankers arriving with Saudi Aramco nominated cargo tanks atmosphere of more than 10 ppm will not be berthed. During cargo operations, if vented tank gases cause a nuisance to the surrounding area (H₂S content), your vessel may suffer delays when loading rates are reduced or loading is stopped.

All delays, losses and associated costs shall be lodged against the Tanker's account.

SIGNED: _____ (MASTER) SIGNED: _____ (HARBOR PILOT)

MT: _____ HP NAME: _____

DATE / TIME: _____ DATE / TIME: _____

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

Section 2

2.3 Section 3

2.3.1 Section 3 | Form 20 - Ship / Shore Safety Checklist

Section 3 | Form 20

The Ship/Shore Safety Check-List

Guidelines for Use

Guidelines for completing the Check-List and to assist in responding to each individual statement are included. They have been produced to assist berth operators and ships' Masters in their joint use of the Ship/Shore Safety Check-List.

The Master and all under his command should adhere strictly to these requirements throughout the ship's stay alongside. The Terminal Representative and all shore personnel should do likewise. Each party will be committed to co-operate fully in the mutual interest of achieving safe and efficient operations.

Responsibility and accountability for the statements within the Ship/Shore Safety Check-List are assigned within the document. The acceptance of responsibility is confirmed by ticking or initialling the appropriate box and finally signing the declaration at the end of the Check-List. Once signed, the Check-List details the minimum basis for safe operations as agreed through the mutual exchange of critical information.

Check-List statements are directed to considerations for which the ship has sole responsibility and accountability, some to considerations for which the terminal has sole responsibility and accountability, and there are others which assign joint responsibility and accountability. Shaded boxes are used to identify statements that generally would be applicable to only one party, although the ship or terminal may tick or initial such sections if they so wish.

The assignment of responsibility and accountability does not mean that the other party is excluded from carrying out checks in order to confirm compliance. It is intended to ensure clear identification of the party responsible for initial and continued compliance throughout the ship's stay at the terminal.

The Responsible Officer should personally check all considerations lying within the responsibility of the tanker. Similarly, the Terminal Representative should personally check all considerations that are the terminal's responsibility. In fulfilling these responsibilities, representatives should assure themselves that the standards of safety on both sides of the operation are fully acceptable. This can be achieved by means such as

- Confirming that a competent person has satisfactorily completed the Check-List.
- Sighting appropriate records.
- Joint inspection, where deemed appropriate.

The Ship/Shore Safety Check-List

For mutual safety, before the start of operations, and from time to time thereafter, a Terminal Representative and, where appropriate, a Responsible Officer, should conduct an inspection of the ship to ensure that the ship is effectively managing its obligations, as accepted in the Ship/Shore Safety Check-List. Similar checks should be conducted ashore. Where basic safety requirements are found to be insufficient, either party may require that cargo and ballast operations are stopped until corrective action is implemented satisfactorily.

Composition of the Check-List

The Ship/Shore Safety Check-List comprises four parts, the first two of which (Parts 'A and 'B') address the transfer of Bulk Liquids. These are applicable to all operations. Part 'A' identifies the required physical checks and Part 'B' identifies elements that are verified verbally.

Part 'C' contains additional considerations relating to the transfer of Bulk Liquid Chemicals and Part 'D' contains those for Bulk Liquefied Gases.

The safety of operations requires that all relevant statements are considered and the associated responsibility and accountability for compliance are accepted, either jointly or singly. Where either party is not prepared to accept an assigned accountability, a comment must be made in the 'Remarks' column and due consideration should be given to assessing whether operations can proceed. Where a particular item is considered not to be applicable to the ship, the terminal or to the planned operation, a note to this effect should be entered in the 'Remarks' column.

Coding of Items

The presence of the letters 'A', 'P' or 'R' in the column entitled 'Code' indicates the following:

A ('Agreement'). This indicates an agreement or procedure that should be identified in the 'Remarks' column of the Check-List or communicated in some other mutually acceptable form.

P ('Permission'). In the case of a negative answer to the statements coded 'P', operations should not be conducted without the written permission from the appropriate authority.

R ('Re-check'). This indicates items to be re-checked at appropriate intervals, as agreed between both parties, at periods stated in the declaration.

The joint declaration should not be signed until both parties have checked and accepted their assigned responsibilities and accountabilities.

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The Ship/Shore Safety Check-List

Ship's Name _____

Berth _____ Port _____

Date of Arrival _____ Time of Arrival _____

Part 'A' – Bulk Liquid General – Physical Checks

Bulk Liquid – General	Ship	Terminal	Code	Remarks
1. There is safe access between the ship and shore.			R	
2. The ship is securely moored.			R	
3. The agreed ship/shore communication system is operative.			A R	System: Backup System:
4. Emergency towing-off pennants are correctly rigged and positioned.			R	
5. The ship's fire hoses and fire-fighting equipment are positioned and ready for immediate use.			R	
6. The terminal's fire-fighting equipment is positioned and ready for immediate use.			R	
7. The ship's cargo and bunker hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended.				
8. The terminal's cargo and bunker hoses or arms are in good condition, properly rigged and appropriate for the service intended.				
9. The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection.				
10. Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty.			R	
11. Temporarily removed scupper plugs will be constantly monitored.			R	
12. Shore spill containment and sumps are correctly managed.			R	
13. The ship's unused cargo and bunker connections are properly secured with blank flanges fully bolted.				
14. The terminal's unused cargo and bunker connections are properly secured with blank flanges fully bolted.				

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Bulk Liquid – General	Ship	Terminal	Code	Remarks
15. All cargo, ballast and bunker tank lids are closed.				
16. Sea and overboard discharge valves, when not in use, are closed and visibly secured.				
17. All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open.			R	
18. The ship's emergency fire control plans are located externally.				Location:

If the ship is fitted, or is required to be fitted, with an inert gas system (IGS), the following points should be physically checked:

Inert Gas System	Ship	Terminal	Code	Remarks
19. Fixed IGS pressure and oxygen content recorders are working.			R	
20. All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume.			P R	

Part 'B' – Bulk Liquid General – Verbal Verification

Bulk Liquid – General	Ship	Terminal	Code	Remarks
21. The ship is ready to move under its own power.			P R	
22. There is an effective deck watch in attendance on board and adequate supervision of operations on the ship and in the terminal.			R	
23. There are sufficient personnel on board and ashore to deal with an emergency.			R	
24. The procedures for cargo, bunker and ballast handling have been agreed.			A R	
25. The emergency signal and shutdown procedure to be used by the ship and shore have been explained and understood.			A	
26. Material Safety Data Sheets (MSDS) for the cargo transfer have been exchanged where requested.			P R	

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Bulk Liquid – General	Ship	Terminal	Code	Remarks
27. The hazards associated with toxic substances in the cargo being handled have been identified and understood.				H ₂ S Content: Benzene Content:
28. An International Shore Fire Connection has been provided.				
29. The agreed tank venting system will be used.			A R	Method:
30. The requirements for closed operations have been agreed.			R	
31. The operation of the P/V system has been verified.				
32. Where a vapour return line is connected, operating parameters have been agreed.			A R	
33. Independent high level alarms, if fitted, are operational and have been tested.			A R	
34. Adequate electrical insulating means are in place in the ship/shore connection.			A R	
35. Shore lines are fitted with a non-return valve, or procedures to avoid back filling have been discussed.			P R	
36. Smoking rooms have been identified and smoking requirements are being observed.			A R	Nominated smoking rooms:
37. Naked light regulations are being observed.			A R	
38. Ship/shore telephones, mobile phones and pager requirements are being observed.			A R	
39. Hand torches (flashlights) are of an approved type.				
40. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.				
41. Portable VHF/UHF transceivers are of an approved type.				
42. The ship's main radio transmitter aerials are earthed and radars are switched off.				
43. Electric cables to portable electrical equipment within the hazardous area are disconnected from power.				
44. Window type air conditioning units are disconnected.				

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Bulk Liquid – General	Ship	Terminal	Code	Remarks
45. Positive pressure is being maintained inside the accommodation, and air conditioning intakes, which may permit the entry of cargo vapours, are closed.				
46. Measures have been taken to ensure sufficient mechanical ventilation in the pumproom.			R	
47. There is provision for an emergency escape.				
48. The maximum wind and swell criteria for operations have been agreed.			A	Stop cargo at: Disconnect at: Unberth at:
49. Security protocols have been agreed between the Ship Security Officer and the Port Facility Security Officer, if appropriate.			A	
50. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks, or for line clearing into the ship.			A P	

If the ship is fitted, or is required to be fitted, with an inert gas system (IGS) the following statements should be addressed:

Inert Gas System	Ship	Terminal	Code	Remarks
51. The IGS is fully operational and in good working order.			P	
52. Deck seals, or equivalent, are in good working order.			R	
53. Liquid levels in pressure/vacuum breakers are correct.			R	
54. The fixed and portable oxygen analysers have been calibrated and are working properly.			R	
55. All the individual tank IG valves (if fitted) are correctly set and locked.			R	
56. All personnel in charge of cargo operations are aware that, in the case of failure of the inert gas plant, discharge operations should cease and the terminal be advised.				

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If the ship is fitted with a Crude Oil Washing (COW) system, and intends to crude oil wash, the following statements should be addressed:

Crude Oil Washing	Ship	Terminal	Code	Remarks
57. The Pre-Arrival COW check-list, as contained in the approved COW manual, has been satisfactorily completed.				
58. The COW check-lists for use before, during and after COW, as contained in the approved COW manual, are available and being used.			R	

If the ship is planning to tank clean alongside, the following statements should be addressed:

Tank Cleaning	Ship	Terminal	Code	Remarks
59. Tank cleaning operations are planned during the ship's stay alongside the shore installation.	Yes/No*	Yes/No*		
60. If 'yes', the procedures and approvals for tank cleaning have been agreed.				
61. Permission has been granted for gas freeing operations.	Yes/No*	Yes/No*		

* Delete Yes or No as appropriate

Part 'C' – Bulk Liquid Chemicals – Verbal Verification

Bulk Liquid Chemicals	Ship	Terminal	Code	Remarks
1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo.				
2. A manufacturer's inhibition certificate, where applicable, has been provided.			P	
3. Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the product being handled.				
4. Countermeasures against accidental personal contact with the cargo have been agreed.				
5. The cargo handling rate is compatible with the automatic shutdown system, if in use.			A	
6. Cargo system gauges and alarms are correctly set and in good order.				

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Bulk Liquid Chemicals	Ship	Terminal	Code	Remarks
7. Portable vapour detection instruments are readily available for the products being handled.				
8. Information on fire-fighting media and procedures has been exchanged.				
9. Transfer hoses are of suitable material, resistant to the action of the products being handled.				
10. Cargo handling is being performed with the permanent installed pipeline system.			P	
11. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks, or for line clearing into the ship.			A P	

Part 'D' - Bulk Liquefied Gases - Verbal Verification

Bulk Liquefied Gases	Ship	Terminal	Code	Remarks
1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo.				
2. A manufacturer's inhibition certificate, where applicable, has been provided.			P	
3. The water spray system is ready for immediate use.				
4. There is sufficient suitable protective equipment (including self-contained breathing apparatus) and protective clothing ready for immediate use.				
5. Hold and inter-barrier spaces are properly inerted or filled with dry air, as required.				
6. All remote control valves are in working order.				
7. The required cargo pumps and compressors are in good order, and the maximum working pressures have been agreed between ship and shore.			A	
8. Re-liquefaction or boil-off control equipment is in good order.				

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Bulk Liquid Chemicals	Ship	Terminal	Code	Remarks
9. The gas detection equipment has been properly set for the cargo, is calibrated, has been tested and inspected and is in good order.				
10. Cargo system gauges and alarms are correctly set and in good order.				
11. Emergency shutdown systems have been tested and are working properly.				
12. Ship and shore have informed each other of the closing rate of ESD valves, automatic valves or similar devices.			A	Ship: Shore:
13. Information has been exchanged between ship and shore on the maximum/minimum temperatures/ pressures of the cargo to be handled.			A	
14. Cargo tanks are protected against inadvertent overfilling at all times while any cargo operations are in progress.				
15. The compressor room is properly ventilated, the electrical motor room is properly pressurised and the alarm system is working.				
16. Cargo tank relief valves are set correctly and actual relief valve settings are clearly and visibly displayed. (Record settings below.)				

Tank No 1 Tank No 5 Tank No 8

Tank No 2 Tank No 6 Tank No 9

Tank No 3 Tank No 7 Tank No 10

Tank No 4

Section 3 | Form 20

Declaration

We the undersigned have checked, where appropriate jointly, the items on this check list and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that these items with the letter 'R' in the column 'Code' should be re-checked at intervals not exceeding _____ hours.

FOR SHIP	FOR SHORE
Name:	Name:
Rank:	Position:
Signature:	Signature:
Date:	
Time:	

Maximum Allowable Sailing Draft For Berth # _____ Is _____ M.

TIMES OF RE-CHECKS:

TIME	DATE	REVISED ETC.	MAX SAILING DRAFT	SHIP OFFICER INITIALS	HARBOR PILOT INITIALS

Section 3

2.3.2 Section 3 | Form 21 - Smoking Notice



أرامكو السعودية
saudi aramco

يسمح بالتدخين هنا



Smoking
Permitted Here

Location _____ Date _____

Section 3

Section 3 | Form 21

2.3.3 Section 3 | Form 22 - Emergency Shut Down

Section 3 | Form 22



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)

EMERGENCY SHUT DOWN

**THIS NOTICE MUST BE POSTED FOR THE ATTENTION
OF THE VESSEL CARGO OPERATIONS TEAM**

CONDITIONS REQUIRING A SHUTDOWN

An emergency shut down of cargo and / or bunker handling operations shall always be initiated by ship or terminal in the following circumstances:

- An outbreak of fire
- A serious violation of safety requirements
- A spillage of oil or R LPG
- A breakdown in ship / shore communications
- A malfunction of equipment which may be essential to safe cargo / bunker handling operations.
- Any other reason which may represent a hazardous situation

EMERGENCY SIGNAL

The emergency signal consists of a continuous sounding of short blasts on the ship's siren or whistle. The signal shall only be sounded when, in the judgement of the responsible ship's Officer, there is an immediate situation of extreme danger. The signal must not be sounded for any other reason whatsoever unless the vessel requires immediate assistance.

CALLING FOR AN EMERGENCY SHUTDOWN

Emergency shut down may be initiated by calling the following message on the radio used for loading operations:

Stop loading berth.....! Stop loading berth.....! Stop loading berth.....!

repeated at short intervals until acknowledged. If the acknowledgment cannot be received by the radio in reasonable time, the ship should sound the emergency signal.

Control room VHF set to channel

CLOSING SHIP VALVES

Whenever an emergency situation develops aboard the vessel which may require that the cargo loading operation be suspended, the vessel's loading valves shall not be closed against the flow under any circumstances until the berth operator has been advised. In order to prevent pressure surges, in the loading system, the period of valve closure shall not be less than 30 seconds.

vessels

These procedures are agreed and the number of the berth given upon signing the document, "Instructions to Masters and Conditions of use of Port".

Section 3

2.3.4 Section 3 | Form 23 - SPM Rep & Pilot Assistant Crane Checklist

Section 3 | Form 23



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)
CRANE CHECKLIST FOR BERTH OR SPM
HARBOR PILOT / HP ASSISTANT / SPM REP

Vessel :	SPM / BERTH #:
----------	----------------

Checklist item	HP/PA/SPM Rep	Ship officer
1 Has all equipment been thoroughly checked and ready for use?		
<ul style="list-style-type: none"> • Are fluid levels in crane header tanks at normal operational level? • Are all moving parts greased and lubricated? • Is the hydraulic system free of any oil leaks? • Is the crane hook safety pawl operating correctly? • Are the wire runners in good condition with no broken strands or distorted sections? • Are crane body and boom in good condition, with no missing or corroded bolts, pins, keepers or cotter pins? 		
2 Is all crane equipment within the safe work load for the operation?		
3 Are all relevant crane equipment SWL limits clearly and permanently marked?		
4. Are all associated equipment, strops, slings, shackles etc., within the safe working load for the operation?		
5. Are all involved personnel equipped with suitable PPE?		
6 Are all involved personnel thoroughly familiar with safety procedures and requirements for the lifting operation?		
7 Has the Bridge and Engine Room been informed of the testing operation?		
8 Is the vessel movement (i.e., rolling, etc.) within appropriate limits for the testing operation?		
9 Has the operational test and all checks been conducted and found satisfactory?		
10 Has a declaration been made in HP Logbook and the ship's logbook?		
Master's confirmation (in case of single centerline crane)		
11 Spare set for hydraulic hoses		
12 Spare crane wire is on board. The wire is suitable, maintained and certified.		

HP/PA/SPM Rep	Badge #	Signature	Date
Ship's officer	Rank	Signature	Date

REMINDERS FOR LIFTING OPERATIONS

- Brief all concerned personnel on the operation.
- Ensure all communications are clear and signals to be used understood.
- Keep personnel clear of snap back zones.
- Take a position where both mooring boat activities and crane operator/signalman can be clearly seen.
- Ensure crane hook block does not land on mooring boat or ship deck at any time; i.e., the crane runner does not become slack on any occasion.
- Check the alignment of the crane wires in the crane blocks and the hook block whenever it is possible.

2.3.5 Section 3 | Form 24 - SPM Rep Deck & Manifold Checklist

Section 3 | Form 24



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)

SPM Rep. Deck & Manifold Checklist

No.		Yes	No	Log
Bow & Deck:				
1	All equipment in the bow should be ready for use :			
	a) Crowbar			
	b) Hammer			
	c) Axe			
	d) Shackles connected to messenger line			
2	Are both anchors stowed & secured			
3	Is O ₂ content in cargo tanks below 8% O₂ %			
Ship manifolds:				
4	Are cargo lines marked with the following:			
	a) Maximum allowable working pressure			
	b) Date of the latest annual pressure test			
5	Is the manifold equipped with the correct sized reducer			Log
6	Is the presentation flange within ANSI/ASME requirements for the berth and is the face smooth and in good condition (no scratches, no pitting etc.)			
7	If item 6 is deficient, did you consider replacement of reducers			
8	Are all bolts on reducer fully tightened and there are no missing bolts			
9	Did you request Juaymah Control platform to vacuum cargo lines			
10	Is drip tray empty and contains no liquids			
Cargo Hose Connection:				
11	Are manifold faces & hose face greased			
12	Are new gaskets being used			
13	Are gaskets in good condition with no signs of tear & wear			
14	Is there a bolt in every hole			
15	Are bolts used of the correct size			
16	Is each bolt tightened uniformly to distribute the load			
17	Is each bolt tightened uniformly to ensure a leak free seal			
18	Are manifolds not in use blanked with steel flanges			
19	Are flanges thickness match manifolds thickness			
20	Are cargo hoses supported with straps maintaining horizontal elevation			
21	Are the cargo hoses, if leaning on the ship side saddle rail, clear of any sharp edges.			
22	If the ship does not require bunkers, is the bunker hose secured to the ships rail.			
Advice Control of Readiness:				
23	Did you request Pressure test			
24	Did you confirm with Juaymah Control loading system is pressurized to 35 psi			Log
Visual Checks During pressure test:				
25	What is the status on:			
	a) Manifold			
	b) Flotation hoses			
26	Is there any leak noticed			
27	If yes, did you request ship's crew to retighten the bolts			
28	Did you request Juaymah Control Platform to re-pressure the system to 35 PSI			Log
29	Confirm system integrity prior commencement of loading			
After completion of pressure test				
30	What was the maximum pressure & time,			Log
31	Did you request permission to open vessel's manifold valves			

Section 3

Section 3 | Form 24



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)

SPM Rep. Deck & Manifold Checklist

No.		Yes	No	Log
Commence Loading:				
32	Upon commencement of loading and during the operation, Did you ensure having crewmember stationed continuously at the manifold			
33	Is there any sign of leak			
Cargo Hose Disconnection:				
34	Have you obtained permission from Juaymah Control to fully close manifold valves			
35	Did you use new gaskets to blank the hoses			
36	Did you ensure each nut tightened & each bolt has minimum threads exposed			
37	Did you request backfill from Juaymah Control			
38	Confirm blanks are tight during backfilling (no leaks, etc.)			
39	Did you recorded hose disconnect time and passed it to Juaymah Control			Log
40	Are cargo hoses ready in all respects to be streamed			
41	Are hose strings correctly streamed and free from entanglement or any other deficiencies			
42	If entanglement could not be avoided, or deficiencies are sighted			
	a) Did you inform duty Senior Pilot			
	b) Did you inform maintenance boat			
Bunker Hose Disconnection:				
43	Has the bunker hose been drained for at least one hour prior disconnection			
44	Is bunker hose disconnected from the vessel's manifold on completion of bunkering			
45	If cargo loading operation still in progress, is bunker hose secured on deck			
46	Did you log all event,			
	a) Bunkering completed time			Log
	b) Start disconnecting bunker hose			Log
	c) Complete bunker hose disconnection			Log
Equipment Basket:				
47	Is Aramco equipment checked and stowed in a seaman-like manner			
48	Is equipment deficiency form completed			
49	Have you passed the equipment deficiency form to the mooring boat			

Section 3

HP/PA/SPM Rep	Badge #	Signature	Date
Ship's officer	Rank	Signature	Date

2.3.6 Section 3 | Form 25 - Cargo/Bunker Loading Request and Discharging Plan

Section 3 | Form 25

KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)



CARGO/BUNKER LOADING REQUEST AND DISCHARGING PLAN

VESEL NAME:				TERMINAL:		
CARGO: LOADING / DISCHARGING				BERTH:		DATE:
				BUNKERS		
CARGO NOMINATION / DISCHARGE			SHIP'S REQUEST			
Product	Barrels	Approximate API	TEMP	Product	bunker nom	ship's req.
					Barrels	Barrels
				A-900 fuel oil		
				diesel		
						<small>NOTE: Bunkers must be stopped from advised the vessel unless otherwise.</small>
<small>*Quantities plus or minus 10% unless otherwise advised</small>						
Signature (For Saudi Aramco):			Signature (Chief Officer):		Signature (Chief Engineer)	
LOADING / DISCHARGING PLAN						
PREVIOUS CARGO:				Residue vessel has <input type="checkbox"/> Bbls in tanks: <input type="checkbox"/> discharge ashore		
				stops: <input type="checkbox"/> segregated <input type="checkbox"/> load on top		
*PART CARGO A BOARD YES <input type="checkbox"/> NO <input type="checkbox"/>		Bbls:		LINES USED FOR PART CARGO:		
IF YES TYPE				load/disch rate manifold pressure		
1-PRODUCT:		LINES:				
2-PRODUCT:		LINES:				
3-PRODUCT:		LINES:				
4-PRODUCT:		LINES:				
5-PRODUCT:		LINES:				
DE BALLASTING TIME:				VESSEL CAN LOAD & DEBALLAST CONCURRENTLY: YES <input type="checkbox"/> NO <input type="checkbox"/>		
				IF YES, STATE MAX. LP DURING DEB: _____ BHP		
BUTTERFLY VALVE: YES <input type="checkbox"/> NO <input type="checkbox"/>		SAFETY LOCK FITTED: YES <input type="checkbox"/> NO <input type="checkbox"/>		VALVE CLOSING TIME:		
NO. OF TOPPING OFF TANKS:				LOADED DRAFT:		FORWARD: AFT:
REMARKS:				T A N K		
				1		
				2		
				3		
				4		
				5		
				6		
				7		
				8		
				9		
				10		
				11		
				12		
				13		
				14		

Original: Shipping Accounting
Copy: Master

Section 3

2.3.7 Section 3 | Form 26 - Amendments to Loading / Discharging Agreement

Section 3 | Form 26



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

AMENDMENTS TO LOADING / DISCHARGING PLAN

Ship name:			
Berth:			
Line displacement:			
Grade in shore lines:		Quantity:	Bbls
Grade to be (Loaded / Discharged*):			
Quantity to be (Loaded / Discharged*):	Bbls	Rate:	Bbls/hr
Loading / Discharging* sequence:			
1st Grade:	Quantity:	Bbls via Manifold # / LArm #	
2nd Grade:	Quantity:	Bbls via Manifold # / LArm #	
Remarks: _____ _____ _____			
The following parties have been notified of the changes**:			
<input type="checkbox"/> Pump House	<input type="checkbox"/> Shift Superintendent	<input type="checkbox"/> Unit's forman	
<input type="checkbox"/> OSPAS	<input type="checkbox"/> Shipping group	<input type="checkbox"/> Tank farm	
<input type="checkbox"/> Ship's master	<input type="checkbox"/> Port Control Center	<input type="checkbox"/> Cargo surveyor	
Checklist:			
<input type="checkbox"/> ROB / OBQ calculation completed.			
<input type="checkbox"/> Charterers have been informed by the master.			
<input type="checkbox"/> All involved ship's crew members have been informed.			
<input type="checkbox"/> Ship's stresses, stability, trim, drafts, propeller immersion have been checked and will remain within safe and acceptable limits as per SA ports and terminals rules.			
<input type="checkbox"/> New cargo plan has been prepared and signed by the chief officer/master.			
<input type="checkbox"/> Primary and secondary communication checked.			
Terminal Rep. Signature	Chief Officer Signature	Time	
Badge #	Ship stamp	Date	

* Delete as required.

** Tick as required.

Original : Master
 Copy : Saudi Aramco

2.3.8 Section 3 | Form 27 - Ships Ullages - Instruction Sheet

Section 3 | Form 27



Saudi Aramco 5092 (7/02)

KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

SHIP'S ULLAGES

Instructions:

1. Complete this form **BEFORE LOADING** and give it to the Saudi Aramco representative.
2. Complete a second copy of this form **AFTER LOADING** and give it to the Saudi Aramco representative.
3. Loading will not start and the ship will not be released until the completed forms are received by Saudi Aramco.
4. Both **BEFORE AND AFTER LOADING**, record ullages, temperatures, free water levels and grade for ALL of the vessels tanks on an individual basis.
5. **BEFORE LOADING** report the vessel's average temperature and the Total Observed Volume (TOV) of OBQ in GROSS BARRELS. Also report the ship and shore Gross Standard Volumes for every grade of part cargo that is included in the OBQ.
6. **AFTER LOADING** report the vessel's average temperature and loaded volume to Saudi Aramco. The loaded volume must be calculated by subtracting the vessel's Gross Observed Volume before loading from the Gross Observed Volume after loading.
7. **DO NOT APPLY A VESSEL EXPERIENCE FACTOR (VEF)** when reporting figures to Saudi Aramco.

Definitions:

Gross Observed Volume (GOV)—The total volume of all petroleum liquids and S&W, excluding free water, at observed temperature and pressure.

Gross Standard Volume (GSV) — The total volume of all petroleum liquids and S&W, excluding free water, corrected by the appropriate temperature correction factor for the observed temperature and API gravity, relative density, or density to 60°F.

Total Observed Volume (TOV)—The total measured volume of all petroleum liquids, S&W, and free water at observed temperature and pressure.

On Board Quantity (OBQ) — Materials remaining in vessel's tank(s) void spaces and/or pipelines prior to loading. OBQ includes water, oil, slops, oil residue, oil/water emulsions, sludge and sediment.

Free Water (FW) —The volume of water present in a container which is not in suspension in the contained liquid at observed temperature.

DISTRIBUTION:
 Instruction – To be discarded Original – RT Accounting Division 1st Copy -- Operating Unit Foreman 2nd Copy -- Offtaker Vessel

Section 3

2.3.9 Section 3 | Form 28 - Ships Ullages - Data Sheet

Section 3 | Form 28

KINGDOM OF SAUDI ARABIA
Board of Audit of Companies
(Saudi Arabia)

SHIP'S ULLAGES:
 BEFORE AFTER LOADING

Saudi Arabia's 2088 (12/88)

199221		DU77		Permit No.		Permit No.	
PORT		CENTER		STARBOARD		MEASUREMENT DETAILS	
TANK	GRADE ULLAGE	TOTAL OBSERVED VOLUME (TOU)	FREE WATER DIP & VOL	GRADE ULLAGE	TOTAL OBSERVED VOLUME (TOU)	FREE WATER DIP & VOL	ULLAGE METHOD:
1	TEMP.	TEMP.	DIP & VOL	TEMP.	TEMP.	DIP & VOL	<input type="checkbox"/> MANUAL <input type="checkbox"/> AUTO/DECK
2							<input type="checkbox"/> SONIC <input type="checkbox"/> AUTO/CONTROL ROOM
3							TEMPERATURE METHOD:
4							<input type="checkbox"/> CUP CASE
5							<input type="checkbox"/> DIGITAL
6							<input type="checkbox"/> AUTO/CONTROL ROOM
7							WATER DIP METHOD:
8							<input type="checkbox"/> WATER PASTE
9							<input type="checkbox"/> SONIC / JAR
10							SHIP'S TANKS CALIBRATED IN:
11							
12							
GRADE:							
AVERAGE TEMP. °F:							
UNITS:		GROSS BBL.		GROSS BBL.		GROSS BBL.	
1. TOTAL DEPRECT VOLUME (TOU):							
2. FREE WATER							
3. GROSS OBSERVED VOLUME							
4. TOTAL OBSERVED VOLUME (TOU)							
5. FREE WATER							
6. GROSS DEPRECT VOLUME							
7. LOADED VOLUME (B) (L) (S)							
AFTER LOADING							
PART CARGO (GVN) IN BBL. AT 10°F:				SHIP		SILORE	
GRADE:							
GRADE:							
GRADE:							
GRADE:							
TOTAL:							
TABLE USED AT OTHER PORT TO OBTAIN VOL. CORRECTION: A/C OR							
alleged and Corrupted 3r: (Sheet Off correction)							
DATE VESSEL LAST DRY DOCKED:							
<input type="checkbox"/> YES <input type="checkbox"/> NO							
SLOP							
<input type="checkbox"/> LOAD ON TOP							
<input type="checkbox"/> SEGREGATED							
NAFT CARGO:							
<input type="checkbox"/> COMING/ULLAP							
<input type="checkbox"/> SEGREGATED							
VESSEL MOVING WHEN ULLAGED?							
<input type="checkbox"/> YES <input type="checkbox"/> NO							
DRAFT							
Here						Date	

DISTRIBUTION: Instruktion - To be discarded. Original - RT Accounting Division 1st Copy - Operating Dept Foreman 2nd Copy - Officer Mate

SP-FMG-MC-200F-161-FX-00366-02-028756

Section 3

2.3.10 Section 3 | Form 29 - Bunker Authorization Slip



السعودية
aramco

Saudi Arabian Oil Company

(SAUDI ARAMCO)
Ras Tanura, Saudi Arabia
(West Admin Bldg.-1.200, Tel.-966-13-6796350, Fax- 966-13-6736750)

Terminal Department TD-7048 (1/19)

Section 3 | Form 29

BUNKER DELIVERY NOTE

Vessel Name: _____ IMO#: _____ Commencement date: _____

Bunkering Port: _____ Berth#: _____ Ship's ordinet#: _____

This is to authorize Messrs _____, as my agent to sign Bunker Tickets on my behalf with the following quantities and test results.

Product Name	Gravity @ 60 °F		Barrels @ 60 °F	Metric tons	Density @ 15 °C (kg/m ³)	Flash point °F	Viscosity cSt @ 50 °C (122 °F)	Pour point	Sulfur (%m/m)	S & W %	Sample seal #
	API	SPECIFIC									
TOTAL BUNKERS DELIVERED											
VESSELS FIGURE:											
BUNKER ONBOARD AFTER											
BUNKERING CONSUMPTION DURING			+								
BUNKER ONBOARD PRIOR TO BUNKERING			-								
RECEIVED BUNKER											

PRODUCT: _____

Remark: _____

Saudi Aramco certifies that the fuel oil supplied is in conformity with regulation 18.3 of MARPOL Annex VI and that the sulphur content of the fuel oil supplied does not exceed:

0.50% m/m as per the limit value in regulation 14.1 of MARPOL Annex VI;

0.10% m/m as per the limit value in regulation 14.4 of MARPOL Annex VI; or

The purchaser's specified limit value of _____ (%m/m)

SAUDI ARABIAN OIL COMPANY: _____ MASTER/CHIEF ENGINEER:

CC: Original Copy Supplier, RT Shipping Accounting Vessel Master / Ch Engineer

Saudi Aramco: Company General Use

Section 3

2.3.11 Section 3 | Form 30 - Ship/Shore Difference Investigation Checklist

Section 3 | Form 30

KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)



SHIP-SHORE DIFFERENCE INVESTIGATION CHECKLIST

(Complete for all reported differences-use with Saudi Aramco 5092, Ullage Sheet. Follow items in sequence Saudi Aramco 6287 (05/2002))

Terminal:	Vessel:	Berth:	Date:
Boarding time:	Boarded Vessel at: Berth () Anchorage ()	Draft Fore:	Draft Aft:
A- ULLAGE SHEET CHECK		YES	NO
		Remarks	
1	Tank volumes (T.O.V.) Added correctly?		
2	Tank volumes correctly converted to G.Bbls? (State factor)		
3	Slop deducted (state if slop segregated)		
4	Part Cargo deducted? (State if P/C segregated)		
5	Residues deducted? (State amount)		
6	Trim or List corrections made?		
7	Table corrections made? (Check calib. Table for instructions) :		
8	Did vessel use experience fact (Check Calib. Table for instructions) Reporting figures)		
9	Tank capacities (T.O.V.) checked against ship's calib. Tables?		
10	State date of last Dry Dock & any structural modifications		
11	Capacity of ship's lines/ducts added to cargo? (State quantity)		
B- PHYSICAL CHECK		YES	NO
		Remarks	
1	Check ullage & reference points-All tanks including Part Cargo		
2	Check Temperatures-All tanks including Part Cargo		
3	Check cofferdams, pumproom, empty tanks, permanent ballast tanks & slop tanks.		
4	Check All tanks for water.		
5	Samples taken to check for contamination? (If so advised) (If so verify)		

Equipment used for physical check: Saudi Aramco () Vessel ()

If Sonic Tape, make: If Digital Thermometer, Make:

Serial No. Calibration Certificate (Year / Mo) Serial No. Calibration Certificate (Year / Mo)

Water dips taken using: () Paste, Make: () Sonic, Make:

Ship's figure (gross Bbls @ temp.) before Investigation: @ °F

After: @ °F Called planners or PCC/JPF.....

Vessel Released: Yes () No () . Left vessel at:.....

REMARKS:

DISTRIBUTION: Original: RT Accounting (White) **1st Copy:** Master (Yellow) **2nd Copy:** Ship's file (Blue)

RT SHIPPING_ACCOUNTING_GROUP@aramco.com

Section 3

2.3.12 Section 3 | Form 31 - Maximum Sailing Draft VLCC Ras Tanura

Section 3 | Form 31



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

MAXIMUM SAILING DRAFT - VLCC - RAS TANURA

To Master / MV: _____

The Ras Tanura "Deep Water Departure Channel" has a minimum depth of 21.0 meters at L.A.T. The Port Regulations require that all vessels transiting this channel maintain a minimum under keel clearance of 1.50 meters.

The maximum permitted sailing draft for your vessel will be 19.50 meters plus the predicted rise of the tide at the time your vessel enters the departure channel but at no time shall the draft exceed 21.0 meters. For your information and guidance, the relative tidal information is attached. Times are listed in "local time" which is GMT plus three (3) hours.

Please complete the Master's draft declaration below and return this document **to the Harbor Pilot** on your departure from the berth.

If for any reason your vessel is required to anchor to await suitable tide, repairs, or any other reason, your departure must be coordinated through the **Duty Senior Harbor Pilot via Ras Tanura** Radar VHF channel 13. Pilotage assistance to line up for the departure channel is available on request for vessel with a draft of less than 20.50 meters and compulsory for vessel with a draft of 20.50 meters or more.

For Saudi Arabian Oil Company
(Saudi Aramco)

Master's Declaration

I declare that my vessel: _____ (Name) has the following sailing drafts:

Forward	
Aft	
Maximum	

(All measurements in meters)

Master's signature _____

Harbor Pilot declaration

Clear of berth time		Date	
Entered channel time		Date	
Tide height:		Keel Clearance	

Harbor Pilot signature and ID No. _____

ORIGINAL: MASTER
COPY: SAUDI ARAMCO

Section 3

2.3.13 Section 3 | Form 32 - Protest Letter

Section 3 | Form 32



Saudi Aramco 5166 (7/02)

KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)

Port/Terminal _____ **Berth** _____ **Date** _____

To: Master /MV _____

During your vessel's visit to this port on the above date, the incident and/or deficiency noted below occurred and is being brought to your attention for appropriate action.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

You and your vessel will be held responsible, without limitation, for any and all losses and damages resulting from the above action to the full extent permitted by law. Copies of this letter will be forwarded to the charterers, owners and operators of your vessel for their attention.

Saudi Aramco

I hereby acknowledge receipt of a copy of this notice on the date shown above.

Signature (Master)

CC: WHITE-MASTER
YELLOW - SHIPPING & ACCOUNTING
BLUE-TPOD/TTSU

Section 3

2.3.14 Section 3 | Form 33 - Pollution Notice

Section 3 | Form 33

Saudi Aramco SA-5926 (7/02)



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)

POLLUTION NOTICE

TERMINAL: _____ BERTH NO: _____ DATE: _____

Master M.V. _____

At _____ on _____ while your vessel was loading / discharging / deballasting at the berth specified above, oil / oily water / noxious, harmful and / or hazardous substances / sewage / garbage / chemicals / ballast water / bunkers / other unauthorized discharge of pollutant(s): _____ /, leaked / was discharged from your vessel into the sea and / or air ("Pollution").

Saudi Aramco will employ all reasonable means to clean up the Pollution and to mitigate any damages caused by such Pollution but only as a contractor acting on behalf of your vessel or her owner.

You will be advised of the steps taken or to be taken and the actual or expected cost thereof.

This notice is not intended to limit or absolve you / your vessel or her owner of any obligations to prevent Pollution / further Pollution under any applicable national and / or international law or regulations and / or any general conditions, rules and regulations relating to Saudi Aramco ports and terminals. You / your vessel and her owner remain, at all times, liable for any and all damages and costs whatsoever and howsoever arising out of or in relation to the Pollution including but not limited to any applicable fines.

Please acknowledge receipt by signing this notice.

RECEIPT ACKNOWLEDGED: _____, Master

FOR SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

M.V. _____

Date: _____

- cc WHITE - MASTER
YELLOW - ROSC
BLUE - SHIP'S FILE

Section 3

2.3.15 Section 3 | Form 34 - Port Clearance Statement

Section 3 | Form 34



KINGDOM OF SAUDI ARABIA
Saudi Aramco Oil Company
 (Saudi Aramco)

PORT CLEARANCE ON DEPARTURE REQUIREMENT

Master M.V.
 Date:

Dear Sir:

Saudi Arabian law requires that government officials must clear all vessels loading at our facilities before leaving **Saudi Arabian territorial waters**. Your vessel has completed loading and at the time of unmooring has not been boarded by the appropriate government officials.

Our Pilot, **Captain**.....has been instructed to direct you to a safe anchorage and to advise you that you must remain at the anchorage until released by the **Saudi Arabian Government** officials.

You should also establish radio contact immediately with your Agent to expedite **Port Clearance**.

Master's Acknowledgement:

I hereby acknowledge receipt of these instructions and fully understand the contents.

Signed:
 Date:
 Time:

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

2.3.16 Section 3 | Form 35 – Hose Configuration and Tide Indication

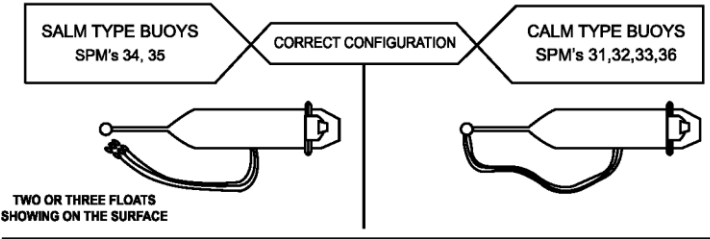
Section 3 | Form 35



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

Hose Configuration and Tide Indication

JIZAN / JUAYMAH SPM HOSE CONFIGURATIONS (AS APPLICABLE)



TIDE INDICATION

Date	Time	Height

Pilot Name & Signature: DATE:

Master's acknowledgement: DATE:

VESSEL'S NAME:

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

Section 3

2.3.17 Section 3 | Form 36 - SPM Position Monitoring

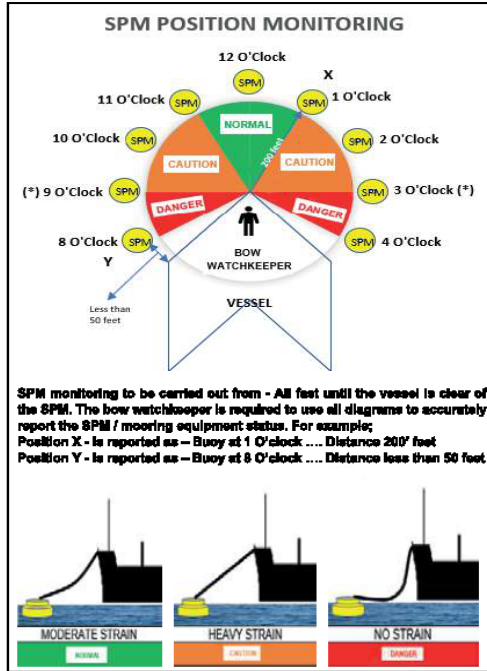
Section 3 | Form 36



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

SPM POSITION MONITORING

SINGLE POINT MOORING (SPM)



VESSEL MANDATORY REPORTING TO THE HARBOR PILOT OR HARBOR PILOT ASSISTANT		
Reason	Sector	When
Approaching to 9 O'clock or 3 O'clock	CAUTION	Every time
Entering the area between 9 O'clock and 8 O'clock or 3 O'clock and 4 O'clock	DANGER	Every time
Distance from SPM to ship's hull is 50ft or less	DANGER	Every time
Mooring connection to SPM - Heavy Strain	CAUTION	Every time
Mooring connection to SPM - No Strain	DANGER	Every time

MT: _____

SIGNED: _____ (MASTER)

DATE / TIME: _____

SIGNED: _____ (HARBOR PILOT)

ORIGINAL: MASTER
 COPY: SAUDI ARAMCO

Section 3

2.3.19 Section 3 | Form 38 - SPM Basket Equipment Deficiency Report

Section 3 | Form 38



**KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)**

SPM BASKET EQUIPMENT DEFICIENCY REPORT

BASKET NO. : _____ DATE BOARDED: _____
 S P M NO. : _____ PILOT TEAM : _____
 VESSEL NAME : _____

ITEMS	STANDARD QUANTITY	Condition before use	Condition after use	SHORT/ SURPLUS	REMARKS
Handy Billy	2				
Shackles (15 ts)	3				
Pipe	1				
Hooks (15 ts)	1				
Bands (lg.) 10"	1				
Bands (med) 6"	1				
Bands (sm.) 3.4"	2				
Spanners/ Open Bx.	2				
Rat Tail Spanners	2				
Bolts (large)	6				
Bolts (small)	20				
Snubbing Chain	6				
Lifting Wires	1				
Belly Bands	2				

COMMENTS :

SPM REPRESENTATIVE

Section 3

2.3.20 Section 3 | Form 39 - General and Cargo Log

Section 3 | Form 39



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)

GENERAL & CARGO LOG MV _____

Berth / SPM: _____ PORT / TERMINAL _____

Date	Time	Total Barrels Loaded		Diff	Hourly Rate	Remarks
		Shore	Ship			

Section 3

Record all adverse weather & engine movements while at berth.
 Maintain log from commenced duty to completed duty.
 Record starting and completion times of all ballast discharge.
 Detail fully all cargo and ballast stoppages, leaks and spills.
 Record SHIP & SHORE cargo figures and hourly difference.

Page No _____

2.3.22 Section 3 | Form 41 - SPM Mooring Diagram

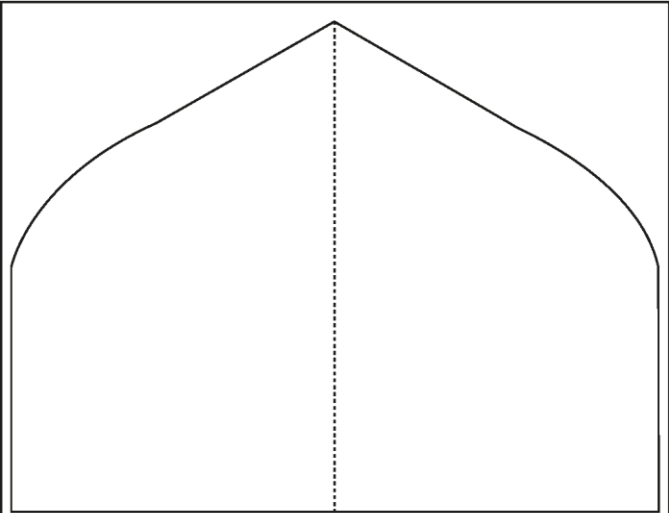
Section 3 | Form 41



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)

MOORING DIAGRAM FOR

SPM TERMINAL



Draw the mooring lead from check to mooring winch mentioning the best and safest lead.

Ship's Name _____ Date: _____ SPM: _____

Pickup Rope Lead: Check - Chain stopper - _____ - _____ - _____

Pickup rope lead to: Drum End Spool Drum Winch power: Poor Good Excellent

Remarks: _____

Harbor Pilot: _____ Badge No: _____

ORIGINAL: MASTER
COPY: SAUDI ARAMCO

Section 3

2.3.23 Section 3 | Form 42 - Ships Deck Plan for helicopter use

Section 3 | Form 42



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
 (Saudi Aramco)

Ship's Deck Plan For Helicopter Usage
Terminal Pilotage Operation Division

Ship's Name _____ Date of report _____

Lloyds No: _____ LOA _____ Beam _____

Can rail be lowered for landing? _____ Height of obstructions on centerline _____

Crew experience in Helicopter Usage, Comments _____

BOW

Measurements of Port side landing / hoisting circle Measurements of Stbd side landing / hoisting circle

Show landing and hoisting locations obstructions, and mast locations

Angle of deck Chamber _____ Dgs

Deck Color: _____

STERN

Hull colors

Top: _____

Middle: _____

Bottom: _____

Show Funnel colors and marking

Completed by _____

Section 3

2.3.24 Section 3 | Form 43 - Tanker Static Data Card

Section 3 | Form 43



KINGDOM OF SAUDI ARABIA
Saudi Arabian Oil Company
(Saudi Aramco)

Tanker Static Data Card

Terminal: _____ Berth: _____ Date: _____

Vessel Name: _____		DWT: _____	
Dimensions (Use metric units)			
Length overall. :		Short Bridge wing.	
Dist. Bridge to Manifold.		Dist. Bow to Manifold.	
Propulsion			
Main Engine Type :		Shaft H.P.	
Number of start :		Compressor recharge time	
Thrusters type :		Thruster H.P	
Maneuvering			
Time from D.S. Ahead to D.S. Astern :			
Run Astern on Buoy Y/N			
Maximum. Time allowed to run continuously Astern. :			
Maximum. rudder angle.			
Engine control.		Bridge () Engine Room ()	
Alongside berthing equipments.			
No. of mooring wire in winches		Forward :	Att :
		Legth of rope tails :	
SBM berthing equipments.			
No. of mooring brackets	Type :	No. of bow chocks	Size
Distance chock to AKD	Location		
Pickup rope leads To. Drum end () or Spool Drum ()	Winch power:		
Type of lead:			
Connection.			
Cargo connection :	Bunker connection :	Derrick ()	Capacity
Type of hose rail :	No. & type of hang off bits:	Crane ()	Capacity
No. & Type of hang off bits:			
Max. Loading rate (tbi/hrs):		Loading rate while deballast:	
Normal Ballast Condition.			
Permanent / SBT quantity :		M/T	Clean ballast quantity : M/T
Time to deballast clean :		Hrs	Time to deballast Perm / SBT : Hrs
Load / deballast concurrently: Y/ N:		Through one or two hoses: 1 / 2:	
Able to load 2 grades concurrently: Y/ N:		Helicopter - Land: P / S: or Hoist: P / S:	
Nationality Officer:		Nationality Crew:	
Remarks.			

2.3.25 Section 3 | Form 46 – Utilities and Oil Movement

Section 3 | Form 46



Saudi Aramco
Western Region Terminal Department
UTILITIES AND OIL MOVEMENT
MARINE TERMINAL UNIT

Date: / /20

No.: _____
 I, Master/Representative of the Company/Vessel : _____ IN OUT
 Hiring the tug(s)

.....	M O B I L I Z A T I O N	From/To	SEA	E-ANCH	I/B-AN	Outer-H	INN-H
.....		SEA	0	1.5	1.0	1.0	0.5
.....		E-ANCH	1.5	1.5	1.5	1.5	1.5
.....		I/B-AN	1.0	1.0	1.0	1.0	1.0
.....		Outer-H	1.0	1.0	1.0	1.0	1.0
.....		INN-H	0.5	0.5	0.5	0.5	0.5
.....	Jizan	1.5		Duba	1.5		

OF TUGS _____ Total Utilization _____

From/To Berth/Vessel: _____

APPLICABLE CONDITIONS AS PER U.K. STANDARD CONDITIONS FOR TOWAGE AND AJRD'S CONDITIONS IN THE TARIFF EFFECTIVE 01.01.89

F1-6 BERTHING/UNBERTHING ANCHORING, MANEUVERING, ETC.

J1 STAND-BY, FIRE-F BACK-UP TRANS. OWNER'S REPSURV

J2 POLLUTION CLEAN-UP

J2 TRANSP OF EQUIPMENT

 Harbor Pilot Signature

AND AGREE TO PAY WRTD FOR THEIR SERVICES AT THE TARIFF RATE EFFECTIVE 01.01.89

M A S T E R	The Transport at my Own will and Risk:	OWNER'S AGENT: _____	Master/Owner's Rep. _____
	(Owner's Rep./Surv.)	VESSEL'S DWT: _____	(Ship's Stamp)

Hire Charge per tug per Hour, split periods will be rounded-up to next 15 Minutes							
O F F I C E	F-16	2000	- and below DWT US \$ 150	J1: stand-by	MISFAH	MISFAH	
		2001	- 10,000 DWT US \$ 300	FIRE - F.BACK-UP	1-4 & 10	5.6 & 7	
		10001	- 20,000 DWT US \$ 450	Trans - person US\$ 110 - US\$ 224			
		20001	- 40,000 DWT US \$ 600	J2: Pollut. Clean-up			
		40001	- 100,000 DWT US \$ 750	Transp - Equipment US\$ 210 - US\$ 324			
		100001	- and above DWT US \$ 900				
	# of Tugs	Mobil. Hrs.	Mobil. Hrs.	Tug-Util Hrs.	Total Hrs.	DWT-Rate US \$	Total Hire Cost US \$

Original: Shipping & Accounting
 Copy Yellow: Master
 Copy Blue: PCC

Section 3