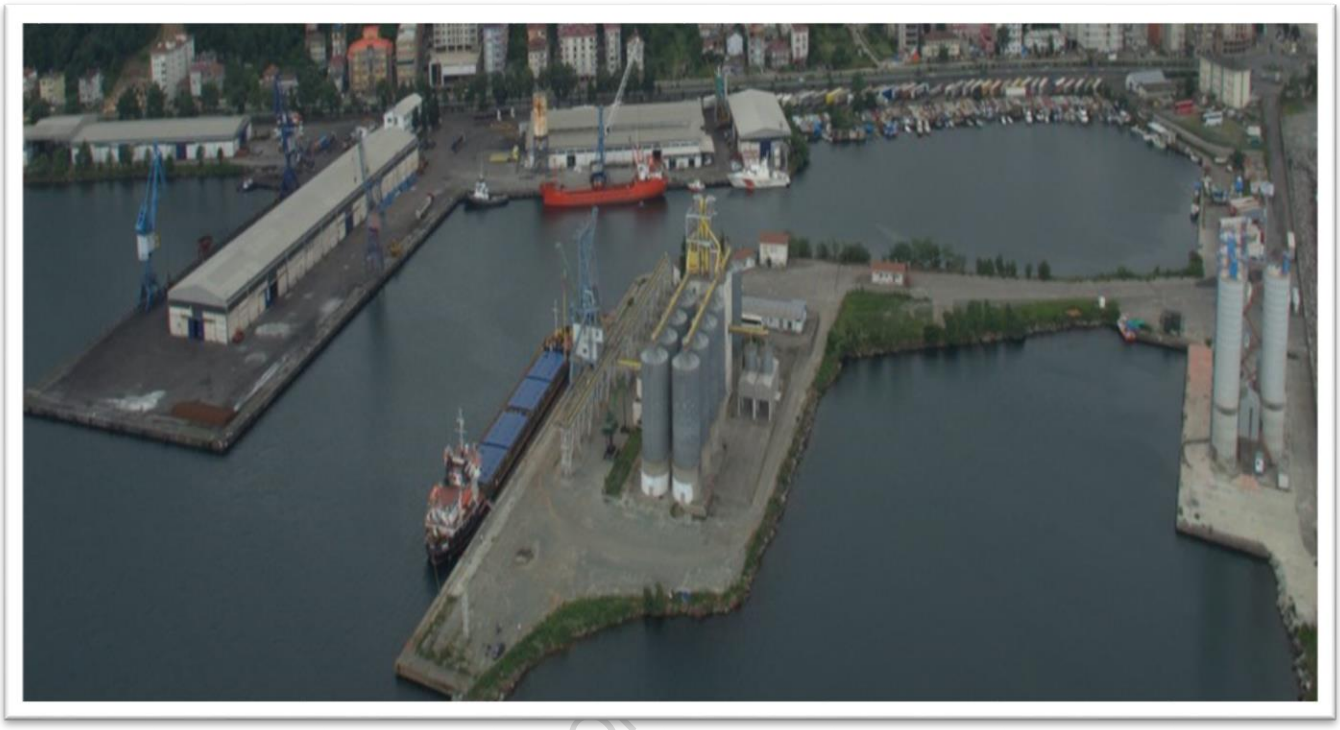
HOPAPORT



PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ.

DANGEROUS GOODS GUIDE

APPROVAL

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PARK DENİZCİLİK VE HOPA

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(See Revision Page for Revisions)

REVISION PAGE

Row No.	Revision No	Content of the Revision	Revision Date	Revised by	
				Name and surname	Signature
1	01	Preparer and Preparation Date Updated on Cover Page.	06.03.2019		
2	02	Introduction section has been brought forward.	06.03.2019		
3	03	The Facility Information Form has been updated.	24.06.2020		
4	04	Changes have been made in the Dangerous Goods Handling Procedure.	14.03.2019		
5	05	Updated versions of Labels and Signs have been added.	14.03.2019		
6	06	Changes have been made in the documentation section.	14.03.2019		
7	07	Changes have been made in annexes section and added again. (Definitions and Abbreviations in Annex 1, Multi-modal transport form in Annex 2, Container / Vehicle packaging certificate in Annex 3, Personal Protective Equipment standards list in Annex 4, Current Situation Plan in Annex 5, Emergency Organization Chart in Annex 7)	20.03.2019		
8	08	The date of the coastal facility temporary operation permit certificate has been updated.	24.07.2019		
9	09	The dangerous goods activity certificate has been cancelled.	31.12.2019		
10	10	Dangerous Liquid Bulk Cargo Safe Handling Operation Procedure	24.06.2020		

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1. INTRODUCTION

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

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

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

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

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

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

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

1.8. In the preparation of this guide, IMDG CODE, ERG 2012 and IMO 1216 CR. documents were consulted, and information was used.

PARK DENİZCİLİK VE HOPA LİMANI İŞLETMELERİ A.Ş.

FACILITY INFORMATON FORM

1	Facility operator name/title	PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ. HOPAPORT		
2	Contact details of facility operator (address, phone, fax, e-mail and web page)	Orta Hopa Mah. Sahil Cad. 08600 Hopa/ Artvin Telephone :+90(466) 351 2259 Fax :+90 (466) 351 4791 E-mail :hopaport@hopaport.com.tr Web Page: www.hopaport.com.tr		
3	Facility name	Hopa Port (HOPAPORT)		
4	City where the facility is located	Artvin		
5	Contact details of the facility (address, phone, fax, e-mail and web page)	Orta Hopa Mah. Sahil Cad. 08600 Hopa/ Artvin Telephone :+90 (466) 351 2259 Fax :+90 (466) 351 4791 E-mail : hopaport@hopaport.com.tr Web page : www.hopaport.com.tr		
6	Geographical region of the facility	East Blacksea		
7	Port Authority of the facility and contact details	Hopa Port Authority E-mail : hopa.liman@uab.gov.tr Telephone:+90 (466) 351 4067 Fax :+90 (466) 351 7542		
8	Municipality of the facility and contact details	Hopa Municipality Telephone:+90 (466) 351 4020 Fax :+90 (466) 351 4600		
9	Name of the Free Zone or Organized Industrial Zone where the facility is located	---		
10	Validity date of Coastal Facility Operation Permit/Temporary Operation Permit	13.07.2020		
11	Operating status of the facility (X) 1	Own load and additional 3 . Party (X)	Own load (...)	3. Party (...)

12	Name and surname of the facility manager, contact details (phone, fax, e - mail)	Meriç Burçin ÖZER e- mail : meric.ozer@hopaport.com.tr Telephone :+90 (466) 351 2259 Fax :+90 (466) 351 4791
13	Name and surname, contact details (phone, fax, e-mail) of the facility's dangerous goods operations officer	**Serkan BIYIKLI** e-mail : serkan.biyikli@hopaport.com.tr **Mustafa AHMETOĞLU** e-mail : mustafa.ahmetoglu@hopaport.com.tr Telephone:+90 (466) 351 2259 Fax :+90 (466) 351 4791
14	Dangerous Goods Security Consultant of the Facility name and surname, contact details (phone, fax, e - mail)	**Gurbet KURT** Gsm1: 0 (537) 501 3128 Gsm2:0 (536) 745 4715 e-mail :bilgi.sgtmd@gmail.com
15	Marine coordinates of the facility	Main breakwater = 41o 24’ 45” N-41o 25‘ 45” E Secondary Breakwater = 41o 24' 36” N-41o 25' 54” E

LİMAN İŞL

16	Types of dangerous goods handled at the facility (MARPOL Ek-I, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Loads covered by the above codes	Within the scope of MARPOL Annex-I, IMDG Code, packaged, bundled or bale/bundle/bundle loads, general cargo loads and project loads; All kinds of bulk mines, coal, cement, clinker, fertilizers containing ammonium nitrate and such solid bulk cargoes within the scope of the IMSBC Code; All kinds of bulk grains under the Grain Code. UN 1202(DIESEL)
17	Types of ships that can approach the facility	Bulk Carrier Ro-Ro Ship General Cargo Ship Liquefied Gas Ship Oil/Oil Product Tanker Container Ship
18	Distance of the facility to the main road (kilometers)	Distance to E-70 Highway 0.06 km
19	The distance of the facility to the railway (kilometers) or the railway connection (Yes/No)	No
20	Name of the nearest airport and its distance from the facility (kilometers)	TRABZON AIRPORT – 165 Km BATUMI AIRPORT – 26 Km
21	Load handling capacity of the facility (Ton/Year; TEU/Year; Vehicle/Year)	3.500.000 Tons/Year

22	Whether or not scrap handling is done at the facility	There is no scrap handling.	
23	Is there a border gate? (Yes/No)	Yes 17km	
24	Is there a customs area? (Yes/No)	Yes	
25	Cargo handling equipment and capacities	3 Coles Mobile Cranes 5 Forklifts 2 Dock Cranes 2 Pneumatic cranes 1 CRS	
26	In the facility; Total Area :216.294,66 m^2 Closed Warehouse: 18.220 m^2 TMO Capacity: 10.000 ton Open storage capacity : 40.000 m^2 Container storage area: 15.000 m^2 LPG tank capacity: 2 separate tanks of 210 m^3 Fuel tank capacity: 30.000 m3 Liquid tank capacity other than fuel oil: 2000 m3		
	Tanks	Services Provided	Capacities
	Tank No. 1	Fuel storage and dispatch	11.000 m^3
	Tank No. 2	Fuel storage and dispatch	11.000 m^3
	Tank No. 3	Fuel storage and dispatch	7.000 m^3
	Tank No. 4	Non-fuel Liquid storage	2.000 m^3
	Tank No. 6	Fuel storage and dispatch	500m^3
	Tank No. 7	Fuel storage and dispatch	500 m^3
27	Open storage area m 2	102,462 m2	
28	Semi-closed Storage area m2	-	
29	Closed Storage area m2	18.200 m2 - Silo1000 Ton x10	
30	Determined fumigation and/or de-fumigation area (m2)	There is no fumigation and purification.	
31	Pilotage and towage services provider's name / title of contact details	PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ. Orta Hopa Mah. Sahil Cad. 08600 Hopa/ Artvin Telephone:+90 (466) 351 2259 Fax :+90 (466) 351 4791 E-mail : hopaport@hopaport.com.tr Web page : www.hopaport.com.tr	
32	Has a Security Plan been created? (Yes/No)	Port Facility Security Plan is available according to ISPS code.	

33	Waste Reception Facility capacity (This section will be arranged separately according to the waste accepted by the facility)	Waste Type Bilge water - Dewatered bilge water Sludge-Dewatered Sludge Waste Water Tank Garbage Warehouse Effluent Waste Oil Tank			Capacity 35+25 m³ 35+25 m³ 150 m³ 9 m³ 25 m³ 32-Barrels	
34	Specifications of Piers / Moors and so on.					
Pier No.	Pier Name	Length (meter)	Width (meter)	Maximum water depth (meters)	Minimum water depth (meters)	Tonnage and length of the largest vessel to berth (DWT or GRT - meters)
1	Tank Terminal Dock	215	20	10	10	30.000 GRT / 200 m
2	Ro-Ro Dock	38	50	6	4.5	6296 DWT / 100 m
3	General Cargo Dock	190	25	10	9	30.000 GRT / 160 m
4	General Cargo Dock	100	25	10	9	10.000 DWT / 90 m
*5	General Cargo Dock	198	25	10	9	20.000 GRT / 180 m
6	General Cargo Dock	180	25	4	3	5.000 DWT / 100 m
7	Fisherman's Wharf	120	18	4	3	5.000 DWT / 100 m
8	Military Dock	100	15	5.5	4.5	5.000 DWT / 90 m
9	Grain (Silo) Dock	200	18	10	9.5	20.000 DWT / 160 m

***Drafts are the values measured based on the Dock No. 5 Water Level Height 2m.**

Pipeline name (If Available)	Number (pcs)	Length (meter)	Diameter (inch)
Petroleum Products Transfer Pipeline	1	300	8
Petroleum Products Transfer Pipeline	1	200	8
Petroleum Products Transfer Pipeline	1	104+60	8+10
Non-Fuel Liquid Pipeline	1	225	6
LPG	1	40	6

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2. Procedure for the preparation, revision, and announcement of the Dangerous Goods Guide

This Dangerous Goods Guide will be available to all relevant port personnel, public authorities and facility users. In order to achieve this, the port facility operator will publish the Dangerous Goods Guide (TMR) in a form that can be viewed on the website (www.hopaport.com.tr) in a way that can be easily seen on the official website homepage.

The relevant Regulation stipulates that the Dangerous Goods Guide is kept up to date by the facility operator. For this reason, changes in the information in the Dangerous Goods Guide will be published in the Dangerous Goods Guide and updated within 1 month at the latest.

3. Loading/Discharging, Handling and Storage Procedures for Dangerous Goods Handled in the port facility

3.1 PURPOSE and SCOPE

The purpose of this procedure is to determine the safety precautions to be taken and the principles to be followed by the Dangerous Goods Operations Officers and other personnel who will take part in the operation for the safe handling and loading/unloading of Dangerous Solid Bulk Cargoes at the port facility of Park Denizcilik Hopa Liman İşletmeleri A.Ş.

3.2. RELATED DEPARTMENTS

Storage and Warehouse Chief, Operations Terminal Chief and Tank Terminal Chiefs are directly responsible for the implementation of this procedure.

3.3 IMPLEMENTATION and RESPONSIBILITY

Some cargoes included in packing group I from the cargoes defined as class 7 radioactive substances and class 6.2 infectious substances in the IMDG Code are not taken to the coastal facility. These cargoes are called as unacceptable dangerous goods and they are operated as transit cargo if the relevant Authority has permission. Loading and unloading is done in a special area at the coastal facility, and they are shipped away without waiting at the coastal facility. Necessary equipment and safety precautions are available for container handling for Class 1 explosives. Within the scope of MARPOL Annex-I, IMDG Code, packaged, bundled or bale/bundle/bundle loads, general cargo loads, and project loads are handled. All kinds of bulk cargo, mine, coal, cement, clinker, fertilizers containing ammonium nitrate and such solid bulk cargoes within the scope of the IMSBC Code, and all kinds of bulk grains are handled in the port area within the scope of Grain Code. Liquid cargoes are not handled in the port area within the scope of the IBC Code. No cargo is handled within the scope of the IGC Code.

The following issues will be fulfilled in terms of the safety of the coastal facility, its employees, and the ships in the coastal facility in matters such as handling of dangerous goods coming to the coastal facility, keeping them temporarily on the coast, stacking and sorting, and storage.

A coordination meeting will be held at least 1 day before the acceptance of dangerous goods to the coastal facility, and the participation of Operation, Site planning, HSE, TMGD (after 1 January 2018) and other relevant persons will be ensured to attend this meeting. (The decision to hold this meeting for the routinely handled dangerous goods accepted to the port can be made by the Operation or HSE / TMGD)

At the coordination meeting, Regarding the Dangerous cargo/s to be accepted to the port;

1. Risk arising from dangerous cargo

2. Interaction with Dangerous goods present in the coastal facility

3. Interaction with loads planned to be accepted to the coastal facility in the near future,

4. Stacking conditions

5. Separation conditions

6. Material and equipment needs for Emergency Response HOPAPORT DANGEROUS GOODS GUIDE 7. Adequacy of Emergency Response teams

8. Subjects of interaction with / from neighboring facilities are handled within the scope of current IMDG CODE documents and a manager decision on acceptance / rejection is taken.

If a decision is made to accept the dangerous cargo at the meeting, the management, operation, storage, security and emergency response units are informed, and the preparation and acceptance process is started.

In case of need to inform the Port Authority during the admission to the coastal facility, the situation is reported to the Port Authority in writing along with the reasons.

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OPERATION PROCEDURE OF DNAGEROUS SOLID BULK LOADS

4.1 PURPOSE and SCOPE

The purpose of this procedure is to determine a method to effectively perform ship unloading and loading operations in Park Denizcilik Hopa Liman İşletmeleri A.Ş. To determine the safety measures to be taken and the principles to be applied by Dangerous Goods Operations Officers and other personnel who will take part in the operation for the safe handling and loading/unloading of Hazardous Solid Bulk Cargoes.

4.2 RELATED SECTIONS

Storage and Warehouse Chief, Operations Terminal Chief and Tank Terminal Chiefs are directly responsible for the implementation of this procedure.

4.3 IMPLEMENTATION and RESPONSIBILITY

Legislation:

a. IMDG-CODE (International Code of Dangerous Goods at Sea)

b. IMSBC-CODE (International Solid Bulk Cargoes Code)

c. Handbook for loading and unloading solid bulk cargoes for Terminal Representatives (MSC/CIRC 1160 and revisions 1230, 1356)

d. Dangerous Cargo Handling Principles in the Port (MSC/CIRC 1216)

e. Regulation on the Transport of Dangerous Goods by Sea

f. Directive on the Arrangement of Dangerous Goods Conformity Certificate

a. Persons assigned in this regard are responsible for the handling, loading, and unloading of dangerous solid bulk cargoes at our port facility.

b. The following issues will be fulfilled in terms of the safety of the port facility, its employees, and the ships in the port facility in matters such as handling of dangerous goods coming to the coastal facility, keeping them temporarily on the port, stacking and sorting, and storage.

(1) A coordination meeting will be held at least 1 day before the dangerous goods are accepted to the port facility.

(2) This meeting will be attended by Operation, Site planning, Health, Safety, Environment, TMGD and other relevant persons. (The decision to hold this meeting for the routinely handled dangerous goods accepted to the port can be made by the Operation or HSE / TMGD)

(3) At the coordination meeting; Regarding the Dangerous cargo/s to be accepted at the port, the following items will be discussed within the scope of IMDG CODE documents, and acceptance/rejection of the material or taking a manager's decision will be discussed.

a) Risk arising from dangerous cargo,

b) Interaction with Dangerous cargoes present in the port,

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c) Interaction with cargoes planned to be accepted at the port in the near future,

d) Stacking conditions,

e) Separation conditions

f) Material and equipment need for Emergency Response,

g) Adequacy of Emergency Response teams

h) Interaction from neighboring facilities

c. If a decision is made to accept the dangerous cargo at the meeting, the management, operation, storage, security and emergency response units are informed, and the preparation and acceptance process is started.

d. If there is a requirement to inform the Port Authority during admission to the port, the situation will be notified to the Port Authority in writing along with the reasons.

e. Before the handling starts, the SDS (Safety Data Sheet) of the material will be provided, in addition, both IMDG-CODE and IMSBC-CODE will be examined and the precautions to be taken in case of fire and leakage of the dangerous substance will be determined and these will be kept ready for use at any time at the pier where the handling is made.

f. For emergency first aid, the relevant tables, and annexes of MFAG will be prepared according to the possible dangers.

g. The protective clothing to be used during handling in case of an accident will be determined in accordance with the load type and will be kept ready for use.

h. According to the characteristics of the dangerous substance handled, dust emission, toxic or flammable vapor emission and gases that will make it insufficient in terms of oxygen will be determined before handling and measurement devices/modules that will provide appropriate measurement will be made available.

i. Before the start of handling, all personnel (including vehicle/truck operators) who will take part in the handling will be informed about the dangers of dangerous goods, and warning signs indicating the danger will be posted in the areas where the handling is carried out.

j. The existing alarm system and the camera system will keep the handling under control and make recording.

k. It will be checked that whether there are no obstacles on the transportation routes, leaving the port as soon as possible from the place where the Dangerous Goods are handled.

l. Before handling, the details of the unloading/loading plan will be discussed with the ship's captain, it will be confirmed whether there are remnants of the previous cargo or whether there are other dangerous cargoes that require separation in the warehouses, and it will be ensured that both the captain and the ship's personnel are aware of the dangers of the dangerous cargo handled.

m. Necessary precautions will be taken with fixed/mobile systems to prevent the cargo from spilling into the sea and to the pier during loading/unloading, the operators will be warned about handling, and in case of accidental spillage of the dangerous substance to the pier, personnel will be assigned to collect it properly.

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n. It will be ensured that the dangerous substance is transported in vehicles equipped with required equipment, proper labels, and plaques.

o. Handling of dangerous solid bulk cargoes and other issues regarding loading/unloading will be carried out within the framework of the relevant legislation.

5. Dangerous Liquid Bulk Cargo Safe Handling Operation Procedure

5.1 Application

In our port facility, Dangerous Liquid Bulk Cargo is handled with the system available at the ore quay No.1. Its storage is done in the port area.

In the operation meeting held the day before, the equipment to be used, the number of shifts and the team are determined. The SDS form of the cargo is placed in the file of the cargo at least 3 days in advance by the agency.

After the ship is safely moored to the pier with the help of a pilot, a safety inspection is made on the ship. In case there is an unsafe situation, the situation is communicated to the person concerned and it is ensured that he/she takes precautions. Evacuation equipment and pipes suitable for the load are selected by the operation manager. ISGOTT Ship/Shore Safety Checklist is mutually signed. A communication network is established between the ship and the port facility.

Employees are present next to the flexible hoses to be connected to the ship. Personnel acts together with the ship's personnel in connecting the liquid cargoes to the ship's entry and exit manifolds.

An Evacuation protocol is arranged between the ship and the terminal, and the appropriate pressure setting is made according to this protocol. In the event of danger, the ship's personnel is informed and the unloading is interrupted.

5.2 Requirement

For the purpose of detecting gas leaks that may occur in the coastal facility, gas detectors will be calibrated and make available for use.

Necessary warnings and warning signs will be placed around the handling area. In dangerous places and situations, the relevant personnel will wear personal protective clothing and equipment in accordance with occupational safety and health criteria. The personnel will have personal protective clothing and equipment suitable for job descriptions and working areas

Periodic maintenance-repair and calibration of the devices used will be done and the certificate, journal or registry documenting this situation will be kept up to date.

In case of emergencies or accidents, the first aid materials to be used for intervention will be kept in easily accessible places by the personnel.

Radios shall be of the type that can be used safely in the flammable or explosive environment in the operations of loading / discharging as the communication equipment used in the coastal facility of dangerous liquid bulk cargo.

Flexible hoses used in the discharge/loading of dangerous liquid bulk cargoes shall be checked to have a certificate showing the type approved and the pipe type, the maximum working pressure of the pipe, the month and year of manufacture. The tests, maintenance, and repairs of the pipes in question will be

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carried out in accordance with the criteria specified in ISGOTT, and the relevant test reports and maintenance and repair records will be kept. Hoses that will be used in loading/unloading operations but not in service will be kept in accordance with the criteria specified in ISGOTT.

A sufficient number of electrical insulation flanges shall be available for flexible hoses used in loading/unloading dangerous liquid bulk cargoes.

The operators of the coastal facilities where dangerous liquid bulk cargoes are handled, the liquid cargo foreman, supervisor, chief and OHS are responsible for the additional safety and security measures to be taken at the coastal facilities.

In our port facility, the Operations Officer and the shift supervisor are responsible for the handling of dangerous liquid bulk cargoes and their duties are defined in the quality management system and they will act within the framework of these responsibilities.

In cargo operations and emergency situations, the ship's captain, the Operations officer and the shift supervisor, according to their areas of responsibility, will submit the following information regarding the dangerous liquid bulk cargoes that are loaded/unloaded or transported to the port authority and other relevant persons, if deemed necessary.

By the ship's captain;

Proper shipping name, UN number and definition of physical and chemical properties (including reactivity) of dangerous goods.

Load transfer, slop transfer, degassing, inerting, ballasting, ballast discharge and tank cleaning procedures.

By the Operations Supervisor/Shift Supervisor;

Information on the special equipment required for the safe handling and loading/unloading of loads, and emergency response procedures, including the following:

1) What to do in case of spillage or leakage specified in the Emergency Plans,

2) Measures to be taken to prevent persons from contacting dangerous cargoes within scope of the Emergency Plan and Occupational Health and Safety,

3) Fire fighting procedures specified in the Emergency Plan and appropriate communication systems to be used in case of fire.

Before starting the handling and loading/unloading operations of dangerous liquid bulk cargoes and during the operation, it will be checked that the necessary warning notices/signs in written and pictograms, are placed at all entrances where the said operation will be carried out.

During the handling and loading/unloading of dangerous liquid bulk cargoes, continuous communication will be made from Naval Band channel 16 and the working channel specified in the protocol, and the effectiveness of communication will be ensured during cargo operations.

5.3 Handling

5.3.1 Flexible hoses

Ship's Captain and Operations Officer within their respective areas of responsibility:

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.1 shall ensure that a Flexible Hose is not used at any working pressure other than for which it is suitable or at any operating pressure for which it is unsuitable with respect to the temperature and suitability of such loads.

.2 It shall be checked that each type of Flexible hose with end fittings has been tested and has a certificate indicating burst pressure.

.3 Prior to being placed into service, each Flexible hose shall be checked from documentation that it has been hydrostatically tested in accordance with Administration requirements.

.4 Flexible hoses are to be visually inspected before they are put into use. Flexible hoses will be inspected at frequent intervals during operation.

.5 Flexible hose shall be retained at the facility with documentation showing the hose type, the maximum specified working pressure, and the month and year of manufacture.

.6 It has adequate electrical insulation, and the length of the Flexible hose shall be sufficient to operate satisfactorily within the defined operating range without overloading the terminal connections.

.7 A Flexible hose equipped for the transport of dangerous liquid bulk cargoes shall be adequately supervised.

.8 To protect the environment, personal safety, and equipment in the event of an emergency, procedures leak-free disconnection of the flexible hose coupling shall be adequately followed.

5.3.2 Initial measures

Within their respective areas of responsibility, the Ship's Master and Operations Officer will test the cargo transport controls, measuring systems, emergency shutdown and alarm systems before starting the load transfer operation and ensure that they are adequate.

Before starting the dangerous liquid bulk cargo operation, the Ship's Captain and the Operations Officer will agree in writing the transportation times including the maximum loading or unloading speeds, taking into account the following points.

Capacity and maximum allowable pressure of ship load lines and Flexible hose;

Steam ventilation system layout and maximum loading or unloading speeds;

Possible pressure increases according to emergency shutdown procedures;

Potential electrostatic charge build-up; and

The presence of responsible persons on board and during initial operations on shore.

Appropriate security checklist showing the main security measures to be taken before and during such transfer operations will be completed and signed.

The steps to be taken in case of an emergency that may occur during handling operations, and the signs to be used will be agreed in writing.

It will be ensured that appropriate safety precautions and clothing are used.

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The operations officer shall ensure that the initial controls on the bulk liquid transfer pumps are locked in the "off" position or located in a location accessible only by authorized personnel.

The operations officer will check that the flexible hose's loading/unloading connections are securely sealed or blinded when not in use or in standby status.

The “Ship/Shore Safety Checklist” in the International Safety Manual for Tankers and Terminals (ISGOTT) will be filled and signed in accordance with the “Guideline for Completion of the Ship/Shore Safety Checklist” in ISGOTT.

5.3.3 Pumping

Ship Captain and Operations Officer within their respective areas of responsibility shall ensure:

Checks are made at agreed periods to ensure that accepted back pressures and loading or unloading speeds are not exceeded;

All due care is exercised to prevent leakage of all relevant pipes, flexible hoses and attached equipment on board and on shore, and adequate supervision is exercised during the transfer of dangerous bulk liquid cargoes;

Effective communication between the ship and shore equipment is maintained during transfer operations;

A safety checklist is available for inspection during handling operations;

During the handling of dangerous liquid bulk cargoes, arrangements are made for measuring tankers to be discharged to ensure that the tanker is not overfilled;

Responsible persons are present during operations on board and on shore;

Appropriate safety precautions and clothing are used.

5.3.4 Completion of the operation

Ship Captain and Operations Officer within their respective areas of responsibility shall ensure:

After the transfer of dangerous bulk liquid cargoes is completed, it will be ensured that there are no pressure residues in the unloading valves and flexible hoses. Moreover:

It will be ensured that before the flexible hose leaves the ship, the liquids are drained and depressurized;

All safety precautions have been taken, including the blind flange sealing of ship manifold connections and flexible hoses; and

Appropriate safety precautions and clothing are used.

6. RESPONSIBILITIES

All parties engaged in the transport of dangerous goods; must take all necessary precautions to make transportation safe, secure and harmless to the environment, to prevent accidents and to minimize the damage when an accident occurs.

6.1 Responsibilities of the cargo officer

PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ A.Ş.

1. To prepare and have all mandatory documents, information and documents related to dangerous goods and to ensure that these documents are present with the cargo during the transportation activity.

2. To ensure classification, identification, packaging, marking, labeling, and plating of dangerous goods in accordance with the legislation.

3. To ensure that dangerous goods are safely loaded, stacked, secured, transported, and unloaded in approved and legal packaging, container and cargo transport unit.

4. To ensure that all relevant personnel are trained on the risks of dangerous goods transported by sea, safety precautions, safe working, emergency measures, security, and similar issues, and to keep training records.

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

6. To provide necessary information and support to those concerned in case of emergency or accident.

7. Notifying the administration of dangerous goods accidents occurring in the area of responsibility.

8. To provide the required information and documents in the controls made by the official authorities and to provide the necessary cooperation.

6.2 Responsibilities of the coastal facility operator

a) to ensure that the ships are berthed and moored in an appropriate, protected, and safe manner.

b) to ensure that the entry-exit system between the ship and the shore is appropriate and safe.

c) to provide training for people involved in loading, unloading, and handling of dangerous goods.

ç) to ensure that the dangerous goods are transported, handled, sorted, stacked, temporarily held and inspected safely and in accordance with the rules by appropriately qualified, trained personnel who have taken occupational safety precautions.

d) to request all mandatory information and documents related to dangerous goods from the cargo officer and to ensure that they are present with the cargo.

e) To keep the current list of all dangerous goods in the operation area.

f) to ensure that all operating personnel are trained on the risks of handled dangerous goods, safety precautions, safe working, emergency measures, security, and similar issues, and to keep training records.

g) to control the relevant documents in order to confirm that the dangerous goods entering its facilities are defined, classified, certified, packaged, labeled, declared in accordance with the procedure, and that they are safely loaded and transported to the approved and legal packaging, container and cargo transport unit.

PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ

ğ) to take the necessary safety measures for dangerous goods that are not in compliance with the rules, unsafe or pose a risk to persons or the environment and notify the port authority.

h) to ensure that emergency arrangements are made and that all relevant persons are informed about these issues.

ı) to notify the port authority of the dangerous cargo accidents occurring in the area of operation responsibility.

i) to provide the necessary support and cooperation in the controls made by official authorities.

j) to carry out activities related to dangerous goods at docks, piers, warehouses, and storages established in accordance with these works.

k) to equip the docks and piers reserved for ships and marine vehicles that will load or unload bulk petroleum and petroleum products, with installations and equipment suitable for this work.

l) to ensure the transportation of dangerous goods that cannot be kept temporarily in the operation area or that are not allowed, out of the coastal facility as soon as possible without waiting.

m) not to allow ships and marine vehicles carrying dangerous goods be berthed to the pier and dock without the permission of the port authority.

n) to create a storage area in accordance with the separation and stacking rules for containers carrying dangerous goods and takes the necessary fire, environment, and other safety measures in this area. In loading, unloading or transshipment of dangerous goods to ships and sea vehicles, to take required measures against heat and other dangers especially in hot seasons with ship's related persons and those who are in charge for loading, unloading or transshipment. Flammable materials are kept away from spark-generating processes and spark-generating vehicles, or tools are not operated in the dangerous goods handling area.

o) to prepare an emergency evacuation plan for the evacuation of ships and marine vehicles from coastal facilities in case of emergency.

6.3 Responsibilities of the master of the ship

1. To ensure that the ship, its equipment, and devices are suitable for dangerous cargo transportation.

2. To request all mandatory documents, information and documents related to dangerous goods from the port and cargo person, to ensure that they accompany the dangerous cargo

3. To ensure that the safety measures related to the loading, stacking, separation, handling, transportation and unloading of the dangerous goods on the ship are fully implemented and maintained, and to carry out the necessary inspections and controls.

4. To control that the dangerous goods entering the ship are properly defined, classified, certified, packaged, marked, labeled, declared, loaded, and transported safely to the approved and legal packaging, container and cargo transport unit.

PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ A.Ş.

5. To ensure that all ship crew are informed and trained on the risks of transported, loaded, and unloaded dangerous goods, safety precautions, safe working, emergency measures and similar issues.

6. To ensure that people who have received the necessary training and appropriate qualifications for the loading, transportation, unloading and handling of dangerous goods work with occupational safety precautions

7. Without the permission of the port authority, she/he cannot go out of the area allocated to her/him, cannot anchor, cannot approach the pier and quay.

8. To apply all rules and precautions during navigation, maneuvering, mooring, berthing, and leaving, in order for the ship to carry the dangerous cargo safely.

9. To provide safe entry and exit between the ship and the dock.

10. To inform the crew about the applications, safety procedures, emergency measures and response methods regarding the dangerous goods on board

11. Keeping up-to-date lists of all dangerous goods on board and reporting them to the relevant parties.

12. Taking the necessary safety measures for dangerous goods that do not comply with the rules, are unsafe, pose a risk to the ship, people, or the environment, and report the situation to the port authority.

13. To notify the port authority of the dangerous cargo accidents occurring on the ship.

14. To provide the necessary support and cooperation in the controls made by the official authorities on the ship.

6.4 Dangerous Goods Safety Advisor's responsibilities

1. To monitor compliance with the requirements for the transport of dangerous goods.

2. To provide suggestions to the coastal facility regarding the transportation of dangerous goods.

3. To prepare an annual report to the coastal facility on the activities of the coastal facility operator in the transport of dangerous goods. (Annual reports are kept for 5 years and submitted to the administration upon request.)

4. To control the following applications and methods;

- Procedures for controlling that dangerous goods arriving at the facility are properly identified, correct shipping names are used, certified, packaged/packaged, labeled and declared, loaded and transported safely to packaging, container or cargo transport unit in accordance with approved and rules, and reporting control results.
- Loading/unloading procedure for handled and temporarily stored dangerous goods,
- Whether the coastal facility takes into account the special requirements regarding the transported dangerous goods while purchasing the transport vehicles for the handled dangerous goods,
- Control methods of equipment used in transport, loading, and unloading of dangerous goods,
- Including the changes made in the legislation, whether the coastal facility employees have received appropriate training and whether these training records are kept,

PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ

- The suitability of the emergency methods to be applied in case of an accident or an event that will affect the safety during the transportation, loading or unloading of dangerous goods,
- Compliance of reports prepared on serious accidents, incidents, or serious violations that occur during the transportation, loading or unloading of dangerous goods,
- Determining whether the necessary measures against the recurrence of accidents, incidents, or serious violations have been taken and evaluating the implementation,
- To what extent the rules regarding the selection of subcontractors or third parties and the transportation of dangerous goods are taken into account
- Determining whether the employees in the transport, handling, storage and loading/unloading of dangerous goods have detailed information about the operational procedures and instructions.
- The suitability of the measures taken to be prepared for the risks during the transportation, handling, storage and loading/unloading of dangerous goods
- Procedures regarding all mandatory documents, information and certificates related to dangerous goods.
- Procedures for the safe berthing, mooring, loading/unloading, sheltering, or anchoring of ships carrying dangerous goods day and night.
- Procedures for additional measures to be taken according to seasonal conditions for the loading, unloading and transshipment operations of dangerous goods.
- Procedures for fumigation, gas measurement and degassing operations. Procedures for keeping records and statistics of dangerous goods,
- The accuracy of the issues regarding the possibility, capability, and capacity of the coastal facility to respond to emergencies,
- The conformity of the regulations for the first response to the accidents involving dangerous substances,
- Procedures for the handling and disposal of damaged dangerous cargoes and wastes contaminated by dangerous cargoes,
- Information on personal protective clothing and procedures for use oof the same.

6.5 Responsibilities of 3rd parties, cargo/ship agency, etc. operating in the port facility

- To have the personnel who will work at the port facility receive the training specified in the Administration's circular numbered 79462207/315 dated 27.03.2013,
- To act in accordance with the rules specified in the IMDG Code at the port facility,
- To act in accordance with the Dangerous Goods Guide and the procedures regarding Dangerous Goods created by the coastal facility,
- To report the situation to the facility authorities when any non-compliance is detected in the handling, transportation and storage of dangerous goods at the port facility,
- Sending the (SDS) Form to the coastal facility management and the Administration, which is an important part of the efforts to eliminate the Occupational Health and Safety risks that may occur during the use and storage of dangerous goods, and which is prepared in order to inform the user accurately and adequately and contains the dangers and risks of the relevant dangerous goods and other information.

7. RULES TO BE APPLIED/FOLLOWED AND MEASURES TO BE TAKEN BY THE CIASTAL FACILITY:

7.1 Rules to be Followed by Coastal Facility Operators:

Coastal facility operators with Dangerous Goods Compliance Certificate shall comply with the following rules.

PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ.

- If the port facility operators cannot store the dangerous goods in the area where they are unloaded at the pier or quay, they ensure that these materials are transported out of the coastal facility as soon as possible without waiting in the port area.
- Dangerous goods are packaged appropriately, and there is information on the package that defines the dangerous substance and information on risk and safety measures.
- Coastal facility personnel, seafarers, and other authorized persons in charge of dangerous goods handling wear protective clothing suitable for the physical and chemical properties of the cargo during loading, unloading and storage.
- Persons who will fight fire in the hazardous material handling area are equipped with firefighter equipment and keep fire extinguishers, first aid units and equipment ready for use at any time.
- Coastal facility operators prepare an emergency evacuation plan for the evacuation of ships and marine vehicles from the coastal facilities in case of emergency and submit it to the approval of the port authority.
- Coastal facility operators are responsible for taking fire, safety, and security measures.
- Coastal facility operators shall have the issues specified in this article approved by the port authority and announce them to the relevant parties.
- According to the Regulation on Training and Authorization in the Scope of the International Code for Dangerous Goods Transported by Sea, personnel who do not have the necessary training and certificates are not allowed to work in dangerous goods handling operations and to enter the areas where these operations are carried out.
- *-*

8. CLASSES, TRANSPORTATION, LOADING/UNLOADING, HANDLING, SEPARATION, STACKING AND STORAGE OF DANGEROUS GOODS

8.1 Classes of dangerous goods

8.1.1 Types of Dangerous Goods

Dangerous goods are divided according to their origin and properties as follows;

Petroleum and its by-products – Fire and explosion are their main risk (benzenes,

liquefied petroleum gas and other fuels)

Chemical products – (Industrial, pharmaceutical, and agricultural) products manufactured and loaded either as end-consumption products or by-products for industrial use. The latter account for most dangerous goods transported, and if not handled properly, they can cause great harm to people, transport units and the environment.

Minerals – Minerals such as coal, sulfur, mineral concentrates and other metals or asbestos that can cause different diseases, injuries, poisoning or fires.

Products of animal or vegetable origin – products such as fish feed, oilseeds and cotton press cakes that can cause spontaneous combustion, fire, or explosion

Radioactive materials - Materials used in various industrial and medical processes, as well as in military applications, that can cause immediate damage at high doses or cause cancer and other diseases in humans, even in small doses, with prolonged exposure.

Most Class 1 to Class 9 substances are considered marine pollutants. A marine pollutant is defined as "a substance that degrades aquatic organisms".

PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ A.Ş.

Before safe stacking, sorting, marking, labeling and storage of dangerous goods, it is necessary to know what harm this dangerous substance poses for the user. The term 'harm' in this text refers to a source or situation that could potentially cause harm to People, the Environment, Property and Reputation (PEAR Concept).

All chemicals are subject to this code and are assigned to one of the available classes from 1 to 9 according to the most predominant hazards they have.

8.1.2 Classification of Hazardous Goods

Classification is carried out by the shipper/transporter or the appropriate competent authority. The IMDG Code classifies hazardous substances as follows (simplified form):

Class 1: Explosives

Section 1.1: Substances and articles with a mass explosion hazard

Section 1.2: Substances and articles which do not have a mass explosion hazard but have a scattering hazard

Section 1.3: Substances and articles which present a fire hazard, a minor explosion hazard or minor scattering hazard, or both, but a mass explosion hazard.

Section 1.4: Substances and articles that do not present an obvious hazard

Section 1.5: Substances with a mass explosion hazard but of very low sensitivity

Section 1.6: Extremely insensitive objects without mass explosion hazard

Class 2: Gases

Class 2.1: Flammable gases

Class 2.2: non-flammable, non-toxic gases

Class 2.3: Toxic gases

Class 3: Flammable liquids

Class 4: Flammable solids; substances tend to spontaneous combustion; substances which, in contact with water, emit flammable gases

Class 4.1: Flammable solids, self-reactive substances and solid desensitized explosives

Class 4.2: Substances tend to spontaneous combustion

Class 4.3: Substances which, in contact with water, emit flammable gases

Class 5: Oxidizing substances and organic peroxides

Class 5.1: Substances that cause oxidation

Class 5.2: Organic peroxides

Class 6: Toxic and contagious substances

PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ

Class 6.1: Toxic substances

Class 6.2: Contagious substances

Class 7: Radioactive material

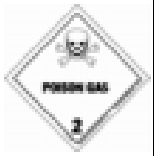
Class 8: Corrosive substances

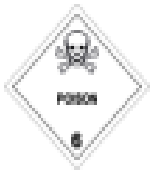
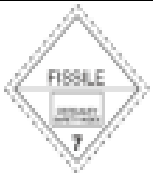
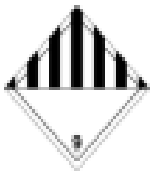
Class 9: Miscellaneous dangerous substances and objects

The numerical order of classes and sections does not indicate the degree of danger.

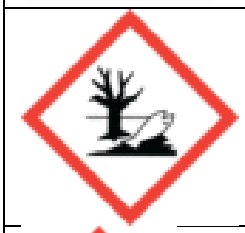
PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ.

Sınıf 1		
	1	Patlamalar veya piroteknik etkiler üretmek için kullanılan patlayıcı maddeler ve ürünler
Alt-Sınıflar		
	1.1	Kitlesel patlama tehlikesi taşıyan patlayıcılar
	1.2	Şiddetli projeksiyon tehlikesi taşıyan patlayıcılar
	1.3	Yangın, patlama veya projeksiyon tehlikesi taşımayan ancak kitlesel patlama tehlikesi taşıyan patlayıcılar
	1.4	Küçük yangın veya projeksiyon tehlikesi taşıyan patlayıcılar
	1.5	Bir kitlesel patlama tehlikesi taşıyan darbeye duyarsız maddeler,
	1.6	Darbeye son derece duyarsız maddeler

Sınıf 2		
	2.1	Yanıcı gaz
	2.2	Yanıcı olmayan basınçlı gaz
	**2.3**	Toksik veya zehirli gaz
Sınıf 3		
	3	Yanıcı Sıvılar
Sınıf 4		
	4.1	Yanıcı katılar
	4.2	Kendiliğinden yanıcı katılar
	4.3	Su ile temas halinde yanan maddeler
Sınıf 5		
	5.1	Yakıcı madde
	5.2	Organik peroksit (5.2 yeni ADR 2007)

Sınıf 6		
	**6.1**	Zehirli maddeler
	6.2	Bulaşıcı maddeler
Sınıf 7		
	I	Kategori I – Beyaz (sembolü 7A)
	II	Kategori II – Sarı (sembolü 7B)
	III	Kategori III – Sarı (sembolü 7C)
	**Parçalana bilir**	Kritiklik güvenlik endeksi etiketi (sembolü 7E)
Sınıf 8		
	-	Aşındırıcı
Sınıf 9		
	-	Çeşitli Tehlikeli Bileşikler

OTHER LABELS

	Indicates elevated temperature (liquid at a temperature equal to or greater than 100°C, or solid at a temperature equal to or greater than 240°C)
	Packages and cargo transport units containing dangerous substances classified as "Marine pollutants" by the IMDG Code must bear the markings shown in the code and labels must be durable. These should be affixed close to the risk labels or risk plates of the goods. Marine pollutant markings should have a minimum size of 10 cm per side of packages and 25 cm per side of cargo transport units.
	Toxic
	Flammable
	Explosive
	Health Hazard
	Irritates when it comes into contact with the skin.
	Causes respiratory tract infection.
	Oxidising
	Compressed gas

DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ A.Ş.

There are Packing (Packaging) Groups (PG) for different classes of dangerous goods.

These groups and their meanings are given below:

PG I - HIGH DEGREE OF HAZARD

PG I - MEDIUM DEGREE OF HAZARD

PG I - LOW DEGREE OF HAZARD

However, there is no packing group for self-reactive substances in Classes 1, 2, 5.2, 6.2, 7 and 4.1, and there is no PG I for Class 9.

The letters X, Y and Z in the UN type approved packaging codes to which the dangerous goods will be transported demonstrate the durability of the packaging.

The letter X is the most durable packaging and can be used for all Packing Groups.

The letter Y is medium strength packaging and can be used for Packing Groups II and III.

The letter Z is the least durable packaging and should only be used for Packing Group III.

PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ.

8.2 Separation tables on the ship and in the port according to the classes of dangerous goods

The general separation table of dangerous goods is given below:

SINIF		1.1 1.2 1.3	1.3 1.6	1.4	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	6.2	7	8	9
Patlayıcılar	1.1, 1.2, 1.5	*	*	*	4	2	2	4	4	4	4	4	4	2	4	2	4	X
Patlayıcılar	1.3, 1.6	*	*	*	4	2	2	4	3	3	4	4	4	2	4	2	2	X
Patlayıcılar	1.4	*	*	*	2	1	1	2	2	2	2	2	2	X	4	2	2	X
Yanıcı Gazlar	2.1	4	4	2	X	X	X	2	1	2	X	2	2	X	4	2	1	X
Yanıcı ve Zehirli Olmayan Gazlar	2.2	2	2	1	X	X	X	1	X	1	X	X	1	X	2	1	X	X
Zehirli Gazlar	2.3	2	2	1	X	X	X	2	X	2	X	X	2	X	2	1	X	X
Yanıcı Sıvılar	3	4	4	2	2	1	2	X	X	2	1	2	2	X	3	2	X	X
Yanıcı Katı Maddeler	4.1	4	3	2	1	X	X	X	X	1	X	1	2	X	3	2	1	X
Kendi Kendine Yanan Katı Maddeler	4.2	4	3	2	2	1	2	2	1	X	1	2	2	1	3	2	1	X
Suyla Temas Halinde Yanıcı Gazlar Çıkaran Katı Maddeler	4.3	4	4	2	X	X	X	1	X	1	X	2	2	X	2	2	1	X
Oksitleyici Maddeler	5.1	4	4	2	2	X	X	2	1	2	2	X	2	1	3	1	2	X
Organik Peroksitler	5.2	4	4	2	2	1	2	2	2	2	2	2	X	1	3	2	2	X
Zehirli (Toksik) Maddeler	6.1	2	2	X	X	X	X	X	X	1	X	1	1	X	1	X	X	X
Bulaşıcı Maddeler	6.2	4	4	4	4	2	2	3	3	3	2	3	3	1	X	3	3	X
Radyoaktif Maddeler	7	2	2	2	2	1	1	2	2	2	2	1	2	X	3	X	2	X
Aşındırıcı (Korozif) Maddeler	8	4	2	2	1	X	X	X	1	1	1	2	2	X	3	2	X	X
Farklı Tehlikeli Madde ve Nesneler ve Çevreye Zararlı	9	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Separation terms in this table give information about the distances to be found between dangerous goods belonging to different hazard classes:

“1”: “ …..away”: Can be transported in the same hold or on the deck with a horizontal distance of at least 3 meters.

“2”: “Separate from …..”: A horizontal distance of at least 6 meters can be transported under deck in different holds or on deck.

“3”: “Separate from … by a full compartment or hold”: Can be carried on deck with a horizontal distance of at least 12 meters. Cannot be transported under deck in the same hold or compartment.

“4”: “separate from ….. longitudinally by an intervening full partition or hatch”: Can be carried on deck with a horizontal distance of at least 24 meters. In case of transport under deck, another hold should be left between the longitudinal (forward and aft direction) dangerous goods.

For “X” and “*”, the stacking conditions given in the framework of the special provisions in the IMDG Code and the Dangerous Goods List are applied.

Dangerous goods in different cargo transport units or in packages in the port area will be stacked based on the distances in the segregation table below:

		2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	8	9
Yanıcı Gazlar	2.1	0	0	0	S	A	S	0	S	S	0	A	0
Yanıcı ve Zehirli Olmayan Gazlar	2.2	0	0	0	A	0	A	0	0	A	0	0	0
Zehirli Gazlar	2.3	0	0	0	S	0	S	0	0	S	0	0	0
Yanıcı Sıvılar	3	S	A	S	0	0	S	A	S	S	0	0	0
Yanıcı Katı Maddeler	4.1	A	0	0	0	0	A	0	A	S	0	A	0
Kendi Kendine Yanan Katı Maddeler	4.2	S	A	S	S	A	A	A	S	S	A	A	0
Suyla Temas Halinde Yanıcı Gazlar Çıkaran Katı Maddeler	4.3	0	0	0	A	0	A	0	S	S	0	A	0
Oksitleyici Maddeler	5.1	S	0	0	S	A	S	S	0	S	A	S	0
Organik Peroksitler	5.2	S	A	S	S	S	S	S	S	0	A	S	0
Zehirli (Toksik) Maddeler	6.1	0	0	0	0	0	A	0	A	A	0	0	0
Aşındırıcı (Korozif) Maddeler	8	A	0	0	0	A	A	A	S	S	0	0	0
Farklı Tehlikeli Madde ve Nesneler	9	0	0	0	0	0	0	0	0	0	0	0	0

1. For packaging / IBCs / trailers / flat or platform containers;

0 = no separation required (unless specified otherwise in special provisions)

A = “far from…” – minimum distance of 3 m

S = “separate from …” – minimum 6 m in open areas; In confined areas and warehouses, a minimum distance of 12 m or separated by a fireproof wall

2. For closed containers / mobile tanks / closed road vehicles;

0 = no separation required (unless specified otherwise in special provisions)

A = “away from …” – no separation required (unless specified otherwise in special provisions)

S = “separate from …” – in open areas, min 3 m longitudinally and transversely

and, minimum 6 m distance in closed areas and warehouses

or separated by fireproof wall

3. For open road vehicles / train wagons / open top containers;

0 = no separation required (unless specified otherwise in special provisions)

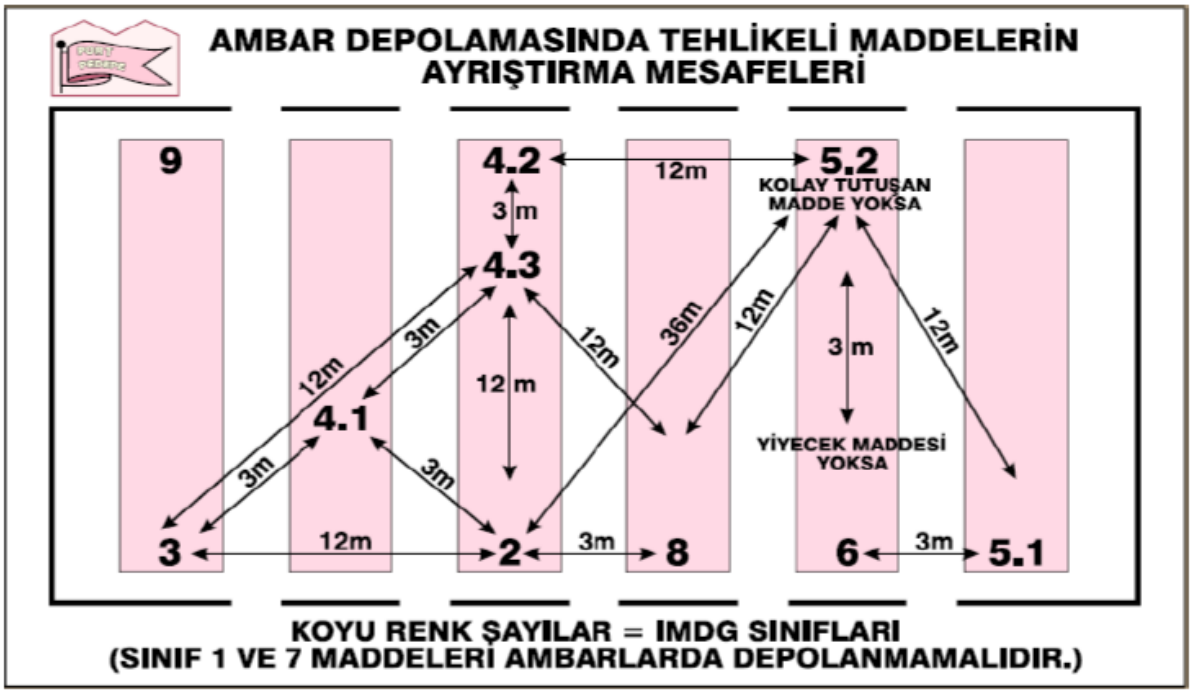
PARK DENİZCİLİK VE

A = “far from…” – minimum distance of 3 m

S = “separate from …” – in open areas, a minimum distance of 6 m longitudinally and transversely; In closed areas and warehouses, a minimum distance of 12 m or separated by a fireproof wall

4.6 Separation distance and separation terms of dangerous goods in warehouse storage;

Hazardous materials in the facility are stored in closed fixed tanks and there is no packaged storage. In case dangerous goods are stored in port warehouses for a short time in a controlled manner due to force majeure, the following separation distances will be applicable.



9. Dangerous Goods Documents

There is a "DANGEROUS GOODS COMPLIANCE CERTIFICATE" with the number BKN.863641.TMUB.244, which was issued on 10.07.2019 and valid until 13.07.2020. For detailed information on Dangerous Goods Documents, see the relevant sections of the IMDG Code.

10. MANUAL ON DANGEROUS LOADS HANDLED ON THE COASTAL FACILITY:

In order to contribute to the safe performance of the said activities, the coastal facilities that carry out dangerous cargo loading / unloading and storage activities;

A pocket size Dangerous Goods Manual Book/Brochure'', has been prepared that includes topics as Dangerous goods classes, dangerous goods packages, labels, packaging, signs and packaging groups, separation terms on the ship and port according to the classes of dangerous goods, dangerous cargo documents, dangerous goods emergency response action flow diagram, to be given to port users.

11. OPERATIONAL ISSUES

11.1. Docking of Ships Carrying Dangerous Goods

The berthing of the ships coming out of the port to berth at the HOPAPORT pier is done within the responsibility, plan and organization of the Hopa port management directorate, according to the Hopa port operating instructions.

Domestic ships over 500 (inclusive) gross tons and all foreign flagged ships without gross ton limitation are subject to a pilot. Ships subject to the pilot dock at the pier with the help of mooring engines and tugboats, according to the GRT range in the port regulation. Docking and leaving the pier are only done in daylight.

11.1.1 Anchorage Location of Ships Carrying Dangerous Goods

Anchorage areas of ships carrying dangerous goods coming to Hopa port;

1) 41 23’ 03’’ N-041 23’ 18’’ E

2) 41 23’ 33’’ N-041 22’ 57’’ E

3) 41 23’ 30’’ N-041 21’ 57’’ E

4) 41 23’ 03’’ N-041 22’ 18’’ E

11.2 Procedures for additional measures to be taken according to seasonal conditions for the loading, unloading and transshipment operations of dangerous goods.

In loading, unloading or transshipment of dangerous goods to ships and sea vehicles, to take required measures against heat and other dangers especially in hot seasons with ship's related persons and those who are in charge for loading, unloading or transshipment. Flammable materials are kept away from spark-generating processes and spark-generating vehicles or tools are not operated in the dangerous goods handling area.

11.3 Weather Alerts

Lightning During thunderstorms, operations should be halted when a lightning storm is expected around the tanker or terminal. In extremely windy weather, loading/unloading will be stopped when the wind speed reaches 13.5 meters/second, and all hoses will be disconnected when it reaches 16.5 meters/second.

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

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When opening and closing covers, connecting or disconnecting hoses, and working with metal tools on deck, sparking of these tools and operation must be avoided.

11.5 Procedures for fumigation, gas measurement and degassing

Fumigation

There is no fumigation process in Hopa port facilities.

11.5.3 Fumigation on Ships:

Fumigation cannot be carried out on ships berthed at port docks. The fumigation of ships carrying and/or will transport dangerous goods is done at the anchorage area with the permission of the Port Authority.

12. DOCUMENTATION, CONTROL AND REGISTRATION

12.1 What are all the mandatory documents, information and documents related to dangerous goods, the procedures for their supply and control by the relevant persons.

Documents to be kept in the Port Facility for Dangerous Goods Handling

1- Since the IMDG Code is updated every two years, the IMDG Code's VOLUME-1, VOLUME-2 and SUPPLEMENT and SOLAS, MARPOL books published by the International Maritime Organization (IMO) will be kept up-to-date at the port operation where dangerous goods are handled.

2- The port operator organization shall be in charge and responsible for keeping the above-mentioned documents together with other documents related to dangerous goods in written or electronic form at the port facility.

3- IMDG Code books and documents will be used effectively in dangerous cargo operations, Dangerous cargo works and transactions will be carried out in accordance with IMDG code provisions.

12.2 Procedures for keeping up-to-date list of all dangerous goods

and other relevant information in the coastal facility area regularly and completely

The records of Dangerous goods handled at our port will be kept by the Operations department, including the following information.

UN Number,

PSN name (Proper Post Name,

Class, (with sub-hazards)

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Packing Group (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9)

Whether it is a Marine Pollutant,

Consignee,

Shipper,

Container / Packaging , number,

Seal number,

Additional Information (Flammability degree, viscosity, etc.)

Where it is stored in the Port Area

Length of stay in port

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

12.3 Procedures for controlling that dangerous goods arriving at the facility are properly identified, correct shipping names are used, certified, packaged/packaged, labeled and declared, loaded and transported safely to packaging, container or cargo transport unit in accordance with approved and rules, and reporting control results.

They check the accuracy of the following information on the Dangerous cargo documents issued by the Shipper of the Dangerous Goods to be accepted to the Port in coordination with the Planning and Operation;

UN Number,

PSN name (Proper Post Name,

Class, (with sub-hazards)

Packing Group (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9)

Whether it is a Marine Pollutant,

Container / Packaging , number,

Seal number,

Additional Information (Flammability degree, viscosity, etc.)

Where to be stored in the Port Area

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12.3.1 This information is conveyed to the tallymen, Field Supervisors, Warehouse officers, HSE, and the personnel who need to know, via Terminals / Documents, and the control of the incoming Dangerous cargo is ensured.

12.3.2 In case the information from the operation and the cargo information is different, the Operation department is immediately informed and the Shipper is instructed to verify the information about the Dangerous cargo / vehicle / container and to correct the missing incorrect label brands.

12.4 Ship, Cargo, Passenger Statistics and Pilotage and Towage Services Statistics Data Entry

Within the scope of the Regulation on Maritime Trade Statistics, statistical data on all ship, cargo, passenger movements, statistics and Pilotage and Towage Services in the port, including the movements of dangerous cargo ships-load transport units, entered by the port operator with the username and password assigned via http://atlantis.udhb.gov.tr/giris.net/ in the following electronic media systems of the Ministry in regular manner.

KBS: Guidance Information System in Electronic Media

LYBS: Port Management Information System in Electronic Environment

12.5 Control of that the dangerous goods arriving at the facility are properly identified, that the correct shipping names are used, certified, packaged/packaged, labeled and declared, that they are safely loaded and transported into an approved and legal packaging, container or cargo transport unit (CTU),and procedures for reporting the control results.

12.6 Obligation to Use Correct Names of Dangerous Goods

Mandatory rules regarding dangerous goods transported in packages are regulated in the IMDG Code. The Proper Shipping Name in the "Dangerous Goods List" in Part 3 of the IMDG Code and the United Nations Number (UN Number), in order to define the cargoes mentioned in the cargo documents and notifications, in the correspondences to be made with other relevant institutions/organizations will be used by the port operating personnel involved in the transportation and handling of the cargoes covered by this Code.

12.7 Notification of Dangerous Goods Transport Units Control Results:

After internal loading the dangerous goods, the loading document is signed by the loader. The person who signed the loading document: Acknowledges that the items are loaded correctly, marked, and labeled, that they are not damaged or leaking, that they are properly supported and secured for sea voyage, that they are loaded in accordance with the IMDG Code, that they are correctly identified. All classification, stacking, sorting, plating, labeling, packaging, and preparation of the relevant shipping documents of the dangerous goods arriving at the port area within the scope of IMDG Code and ADR are the responsibility of the shipper and the carrier.

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21.8 Procedures for obtaining and keeping the dangerous goods safety data sheet (SDS),

Dangerous Goods Safety Data Sheet (SDS Form): When requested by the port operator, the SDS form, which is the document containing detailed information on properties, the safety measures to be taken according to the dangerous properties of the substance and preparation in the workplaces, and the necessary information on the protection of human health and the environment from the negative effects of dangerous substances and preparations, is prepared by the cargo authorities before the dangerous goods enter the port area and will be presented.

12.9 Procedures for obtaining and keeping the dangerous goods safety data sheet (SDS),

SDSs of dangerous goods coming to our facility are provided by the Tank Terminal manager at the contract stage. In case a new product arrives, a risk assessment is made in terms of environment and OHS, and information training is given to the personnel about the product. Operational planning is carried out in our facility, by taking into account the handling issues specified in the Safety data sheet and the issues specified in the IMDG Code. It is the general standard for every cargo with dangerous content entering the port facility to have a Safety Data Sheet. The precautions specified in the Safety Data Sheet for storage, transportation and in case of emergency are taken immediately by the port authorities.

12.10 Procedures for keeping records and statistics of dangerous goods,

Information about dangerous goods is kept regularly, dangerous goods arriving at our facility and their information **are recorded in the Solonport** system, and backups are taken periodically. Statistical information is prepared and reported as requested by the competent authorities.

13.Emergencies, Emergency Preparedness and Response

13.1. EMERGENCY PROCEDURES

In our facility, emergency plans are prepared and implemented for possible emergencies. In the handling operations of dangerous goods, safety, and security measures in accordance with the product characteristics are planned and implemented before the operation. Emergency teams were formed in our facility and emergency response trainings were given. In addition, the trainings are periodically repeated, and drills are carried out periodically.

13.1 Regular checking of emergency equipment:

Fire hoses and fire extinguishers, protective clothing sets, boots, goggles, eye showers, etc. All emergency equipment such as protective equipment, first aid boxes, emergency communication systems, signboards are regularly and periodically maintained and checked.

The main responsibility lies with the safety manager; however, he is responsible for the safety of all port personnel, emergency warehouses and equipment.

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13.2 In case of emergency, implementation of the plan

1- The person who notices the accident immediately notifies the port management or the immediate supervisor using the specified system.

2-He/She halts all operations in the port area.

3- The officer/supervisor checks whether any person is injured or not, or whether a substance is contaminated with such person or persons, and if there is damage or spillage in the storage area, warehouse, ships, dock, the amount, color, structure, smell, and smoke of the substance. He/She determines the content of the danger.

4- In case the supervisor reports that the incident is serious, everyone except the persons in charge will be taken out of the area and the area is separated by barriers.

5- Emergency fire, ambulance, first aid, security and other systems are mobilized.

6- In case the port's own emergency teams deal with the accident, protective clothing and emergency vehicles are provided.

7- The accident may be intervened by Hopaport teams or, due to danger, the teams may need to transport the cargo and/or injured persons from the accident site to a safe area as quickly as possible.

8- In case the accident is a major incident, local emergency services are called.

9- Local emergency services deal with the accident and make the area safe.

10- The port authorities contact the shipper, ship agency or other responsible persons and notify them of the accident and discuss the handling and removal of the damaged cargo.

11- In case it is safe, the damaged cargo or package is transported to a safe area for removal. The accident scene is properly cleaned using absorbent materials, chemical foams or water.

12- After it is declared that the accident area is safe, operations are resumed.

13.3 Reporting and reviewing the incident:

Immediately after the accident, the background and root causes of the accident are investigated and fully reported using accident reporting forms.

Occupational safety and port managers evaluate the accident response in terms of speed, accuracy and efficiency and develop the necessary improvements for the response for future accidents.

13.4 Emergency Response Possibilities and Capabilities of the Coastal Facility:

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The possibility of responding to emergencies that may be encountered during 3 shifts and 24 hours is limited by the technical possibilities and manpower of the facility. External services are used in natural disasters or in emergencies where the facility's possibilities may be insufficient.

FIRE

For a fire to occur, three essential elements must come together. These are listed as fuel, oxygen, and heat to make the first ignition. Once a fire has started, it continues until the fuel or oxygen runs out or the fire is extinguished. The essence of firefighting measures is to disable one or more of these elements.

General order of operations in firefighting;

1- Inform the related units via radio.

2- Report a fire by pressing the nearest fire alarm button.

3- Call 110 and report the fire.

4- The person receiving the notification informs the Terminal Manager.

5- Terminal manager notifies the places he deems necessary (ambulance, fire brigade, port authority, district governorship) to the Communications officer.

6- The communication officer informs the necessary places.

7- In case of major fires, the Crisis Management Group (KYG) is informed.

8- Security personnel notify the authorities of the current number of personnel and visitors.

9- It is ensured to act according to the tasks shown in the firefighting team chart.

10- Persons who are not assigned in the scheme are sent to the assembly points.

Fire training: Practical educational trainings are given to all personnel on the exercise of extinguishing small fires with a fire extinguisher and Hopaport Fire Brigade in an experimental area where the necessary precautions are taken.

Points to be Considered and Actions to Be Taken:

1-Smoking: Smoking is prohibited outside the specially designated place where there are utensils for lighting pipe etc.

2-Automobiles, Motorcycles, etc. Motor Vehicles: All kinds of automobiles, motorcycles and other vehicles are parked in specially designated areas only with the permission of the Terminal manager. Employees are not allowed to approach their private vehicles near filling blocks.

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3-CO_2 fire extinguishers: No one should enter a location where CO_2 is used until it has been fully verified that sufficient oxygen is available. As CO_2 displaces oxygen, it can cause suffocation.

2-Tank Fires: This type of fire is not common. Especially in black fuel or other fuel tanks with a flash point above 22.8°C, fire is rarely seen. In case of occurrence, it is necessary to spray a large amount of foam around the burning liquid. Local fire department and special supplies will be required, as the required water pressure and quantity is very high.

3-Ground Level Fires: Ground-level fires, especially in initial stage, can be extinguished with the intervention of Terminal personnel with available firefighting equipment.

4-Electrical Fires: These types of fires started in or caused by electrical equipment are not included in a separate class. In this case, what needs to be done is to cut the electric current and extinguish the fire. There are evaporating liquids and CO_2 to extinguish. Dry powder can also be used, although it may damage some sensitive equipment. Because cleaning the equipment from the sprayed dust after the fire is extinguished is a very difficult process.

5-Fire or Explosion at a Pier: Actions taken by Ships: In case a fire or explosion occurs at a pier, the ship or ships at the pier should immediately report the incident to the terminal control room by the fastest possible method (VHF/UHF, telephone contact, blowing the ship's whistle, etc.). All cargo, refueling, ballast discharge and clean-up operations should be stopped, and all cargo arms or hoses drained and be ready for disconnection. The ship's machinery, steering gear and the equipment used to leave the pier, must be brought into ready status.

6-Actions to be taken by Ships at Other Piers: When the terminal alarm sounds or when a fire is reported at the terminal, a ship at the pier that is not directly related to the fire should stop all cargo, bunkering and ballast operations. Fire fighting systems should be brought to a ready state. Equipment used to leave the pier must be brought to a ready state immediately.

7- Actions to be taken by Hopaport personnel: In case of a fire, the first person to see the fire is immediately inform the control room. Terminal personnel activate the terminal fire alarm and inform the port authority. Ships whose loading, unloading, bunkering or ballast discharge operations continue are stopped. The fire emergency plan should be put into action. All other ships in the terminal should be notified of the emergency and make preparations for their departure if deemed necessary. If deemed necessary, external help such as civil fire crew, rescue vehicles, medical aid and ambulance, police, port authority and pilots are called.

8-Product Leakage and Spillage from Storage Tank Areas: The source of the leak and the type of the product are determined. No motor vehicle is allowed to pass or work in the tank area and the area around it, and all hot and potentially fire-prone works near that area are stopped until a second instruction. Against the risk of fire, the fire brigade and the operators are informed, and necessary precautions are taken.

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Persons who are in the near vicinity and who are not related to the action will be removed from the area, taken to a distance where the spill vapor will not affect them and to a safe area where the product vapor will not be affected by the wind effect.

If the spillage is within the dike walls of the tank site and in large quantities: Tank area drainage channels are closed, and the product is kept in the dike. Safety measures are taken for a potential fire.

If the spillage is within the dike walls of the tank site and in small quantities: The product is taken to the separator and collected in the slop tank with the pipeline whose slope of the tank site floor is directed to the separator.

In case the leak is in the piping installation: The spread of the leak is controlled by placing a pan under the place where it is found to be leaking. In addition, it is tried to prevent leakage by temporarily placing a preventive material on the leaky part of the installation. In case the product passes through the installation, the passage of the product is stopped. All valves connected to the installation are closed immediately.

In case the leak is in the pump: It is ensured that the leak is collected in the pan and the installation is emptied and drained, and the pump problem is detected and resolved.

In case the leak is at the flanges: A pan is placed under the flange and the flow is collected in a container. All connected valves are closed. The operation is stopped. Leakage is tried to be stopped by tightening the stud nuts of the flange. If it cannot be stopped, the flange must be opened. For this reason, operations are started for discharging the installation. After the flange is opened, the installation is drained, and the problem is investigated and resolved.

9-Immediate Plan for Negativities During Ship Unloadings and Loadings: In emergency situations, alarming and first response to the incident is initiated by the person closest to the incident and he/she immediately informs a superior. Unloading, loading, ship detection etc. operations are stopped immediately, hoses are thrown away, all valves on the ship and land side are closed. When necessary, the sea and land fire brigades, police, gendarmerie, Port Authority, and medical response institutions are notified. In addition, the relevant persons in the Head Office are informed about the event.

FLOOD AND SUBMERSION: Areas that are likely to be flooded in the port area are determined and the energy of the relevant areas is cut. Since the flooded areas and existing canals are also submerged depending on the severity of the flood, persons should be very careful in the places where the canals are known beforehand.

EARTHQUAKE: By controlling all risky areas and equipment, authorized persons check whether there is a fuel, additives, etc. leakage. According to the results of these controls, damage, fire, etc. risks are identified.

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13.5 Arrangements regarding the first response to the accidents involving dangerous goods (first aid procedures, first aid possibilities and capabilities, etc.):

In any accident or incident, the following rules will be observed:

In cases where medical first aid is required, such as poisoning or injury caused by dangerous substances, the occupational physician and nurse are notified, and the necessary emergency response is performed.

1- In case the injury is caused by any dangerous substance, the first aid measures written in Section 4 of the Safety Data Sheet of the dangerous substance to which it is exposed are applied. At the same time, the toxicological effects of the substance in Chapter 11 should be considered.

2- When any person is injured, first aid rules are applied according to the nature of the substance or a nearest health personnel who can provide the first aid is called, but the injured person is definitely not moved if it is not necessary.

3- The person who will respond to the injured person must use appropriate personal protective clothing and equipment in order not to be affected by the environmental conditions. If the injured person is affected by the environment (toxic gas, airless or smoky environment), he/she should be taken out of this environment as soon as possible by persons with appropriate protective equipment.

4- In case the injured person has come into contact with a corrosive substance, her/his contaminated clothes must be taken off as soon as possible.

5- Although it may seem insignificant, all injuries that require first aid and accidents and incidents that do not cause injury must be reported to the Port Authority.

13.6. Notifications to be made internally and externally in case of emergency:

Notification of Dangerous Substance Incidents

All kinds of dangerous goods related incidents in the port area that may cause damage to persons, the ship or ships in the port, the port or any property or the environment should be reported to the Port Authority as soon as possible.

In case of emergency, the following units and numbers can be reached within the facility:

Port Authority : 0 466 351 22 59/171

Port Facility Security Officer: 0 466 351 22 59

Shift supervisor : 0 533 64719 85

Police : 155

Ambulance : 112

Fire Department : 110

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13.7 Procedures for reporting of accidents:

When there is an emergency and/or an accident, the numbers in item 13.6 should be called and information will be provided, the area where the emergency situation is happened, the building, the contact number of the caller and the type of emergency should be explained to the person called. It is very important that the information to be provided at this stage is correct and understandable, and within the scope of this information, a decision will be made about what the first response will be.

13.8 Method of coordination, support, and cooperation with official authorities:

In cases requiring emergency response arising from dangerous substances, necessary emergency response is carried out by acting in cooperation and coordination with relevant institutions and organizations such as the Police, Municipality, Customs, Port Authority.

7- If the ship's machinery is in working condition and can be shoved off from the dock by its own means, it is ensured that the breast fasts are released, and it leaves the port as soon as possible. In case ship machinery is not in working condition, it will be shoved off by assistance of towage.

13.9 Emergency evacuation plan for the evacuation of ships and marine vehicles from coastal facilities in case of emergency.

13.9.1 Emergency Unberthing System Preparation

- All emergencies should be reported to the Port Authority officers.
- In case it is decided to shove off the ship urgently, the safe places where the ship can be transported under controlled conditions should be specified by the Port Authority.
- The ship's captain and the port facility will initiate the emergency shoving off process by mutual agreement in cases where urgent shoving off is required and will notify the Port Authority as soon as possible. In cases where the severity of the emergency and time permits, a representative from the Port Authority or the Harbor Master, Terminal Manager/Operation Officer, Ship Captain, Guide Captain will agree on the time and method of the shoving off before the emergency shoving off is made.
- The ship's machinery, steering gear and off-board equipment must be ready for immediate use.
- All cargo unloading, ballast operations must be stopped and be prepared for shoving off.
- The ship fire circuit should be flooded and water mist should be used for strategic sections.
- If venting to the atmosphere is required, engine room personnel should be available, all non-essential receiver inputs should be closed, all safety precautions related to normal operation should be followed and a warning notice should be issued.

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- In all emergencies, in case the required response exceeds the terminal's possibilities, the local police or fire department should be communicated immediately.
- The decision that the ship will be removed under control is based on the principle of life safety and should also cover the following conditions.

1. Sufficiency of tugboats
2. The ability of the ship to shove off under its own power
3. Availability of safe places to proceed or tow a Ship in an emergency
4. Sufficiency of fire fighting possibilities
5. Proximity of other ships
6. Fire Ropes

- As long as the ship is in the port facility, fire ropes should be kept on the bow and quarter of the ship on the seaside. The eye of the ropes should be lowered to sea level and the part above the board should be tightened by wrapping at least five turns on the bollard. The part of the rope above the board must be strained from the bollard. A rope that can carry the breast fast should be tied just before the eye of the rope and positioned so that the eye of the breast fast is three meters above sea level. The eye of the breast fats must be kept at this level at all times while in the ship's port.

13.9.2 Realization of Emergency Shoving off

- In case all the above preparations are examined and deemed appropriate, the ship will be immediately removed.
- Emergency shoving off procedures will be provided by performing the following procedures in order.
- Close coordination and cooperation between Terminal, Ship and Port Authorities is required at each stage.

13.9.2.1 Emergency Shoving off Procedures are as follows;

1. Alarming
2. Giving information about the emergency via telephone, VHF
3. Making the first situation assessment between the ship's captain and the port facility officer
4. Stopping the operation
5. Implementation of port facility and ship emergency plan measures
6. The worsening of the current situation and the existence of aforementioned emergency shoving off conditions
7. Evaluation of the situation between the ship's master, the port facility officer, the port authority
   or the Harbor Master, the pilot
8. Deciding on an emergency shoving off
9. Informing surrounding facilities and other ships

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10. Deploying the tugboats for emergency shoving odd around the ship, complete their preparations and indicate their readiness
11. The captain of the ship completes the preparations for the ship and states that it is ready.
12. Approval to open the release hooks by the authorized person

CAUTION!

THE SHIP EMERGENCY SHOVING OFF PROCESS IS APPLIED AS A LAST REMEDY

THE ABOVE CONDITIONS MUST BE CONSIDERED AND ALL PRECAUTIONS BE TAKEN

SEPARATION HOOKS SHOULD NOT BE RELEASED WITHOUT

ABOVE CONDITIONS MET

13.9.3 Post Emergency Shoving off

- After the shoving off process, a decision is taken whether the ship is towed and the place to be toed and the decision is declared.
- Transfer / mooring of the ship to the allocated area, accompanied by tugboats or with its own power
- Inspecting the Port Facility and determining a possible damage or deficiency
- Evaluation of when the ship and port facility will be ready for cargo handling again
- Sharing the negativities, if any, that occurred during the Emergency Departure
- Agreement between the pilotage and tugboat organization and the coastal facility authorities for fire, explosion and similar emergencies that may occur during loading/evacuation. According to the protocol made with the authorized company, the tugboats equipped with sufficient towing power and number to fight fire according to the weather and sea conditions reach the incident scene as soon as possible in case of emergency in order to move the ship away from the facility and tow it to a safe point.

13.9.4 Rope breaking of the ship moored to the quay due to a sudden strong wind or storm

As a port operator, meteorological conditions are constantly followed. In case of severe storm alarms, the operation staff, operators, and the personnel in charge of the ships moored at the pier are informed. The priority is to increase the ship's breast fasts under all conditions and to ensure that the ship's machinery is always ready for action in the fastest way according to the severity of the storm to come. When the wind reaches the strength to prevent the safe operation of the shore cranes, the crane's wind alarm is activated, and the operation is stopped, and the cranes are secured.

13.9.5 In the event that the ship moored to the berth breaks the breast fast and starts to shove off the berth while the operation is stopped or in progress, the following processes are applied:

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- In case the ship is being loaded or unloaded and there is a load connected to the crane in the ship's hold, the crane operator is informed that the ship has left the pier in the fastest way or by radio.
- The operator moves the boom of the crane in the direction of movement in a way that corresponds to the speed of movement of the ship, and at the same time starts to heave the load in the hold in the fastest and safest way. After the cargo is removed from the ship, it is left on the quay at the closest place to ensure the safety of the crane.
- By making an emergency call by radio or telephone, tugboats serving are requested to reach the position of the ship shoving off the pier on the top row.
- Based on the ship's captain's decision, the ship is moored again to the pier or the existing breast fasts are also unbend, allowing the ship to leave the pier.
- In the event that the ship under operation leaves the pier for compelling reasons before the operation is completed, both the Port Authority and the Customs Directorate are informed.

13.9.6 Procedures for the handling and disposal of damaged dangerous cargoes and wastes contaminated by dangerous cargoes,

Damaged dangerous cargoes and areas contaminated by dangerous goods are cleaned with absorbent materials and the collected wastes are sent to companies licensed by the Ministry of Environment and Urbanization for disposal.

13.9.7 Emergency drills and their records

13.9.7.1 Drill Practices;

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

13.9.7.2 Drill Scenarios;

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

13.9.7.3 Emergency Drills to be carried out within the port facility;

- They should be specified in the annual training plans of the port.
- It can be planned as a local or general intervention,

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- Safety, Spill etc. can be combined into drill scenarios,
- Drills can be made with or without notice.
- The drills are based on various emergency scenarios.
- The drills can be done in practice, as well as on a desk, seminar style,
- Different time, day, season, and event scenarios are prepared for each drill.

13.9.8 Information on fire protection systems:

Emergency and fire equipment are as follows:

1- Fire Hydrants

2-Fire Extinguishers

3- Fire Cabinets and Fire Hoses

4-Fire / Gas Alarm Detectors in the Fields

5- Monitors (Water cannon)

6-There is one electric and one diesel powered fire pumps that will feed the fire installation at the port with sea water with flow capacity of 350 m^3/hour.

7- 3 fire water reserve tanks of 60-120-120 m^3 each

13.10 Procedures for the approval, inspection, testing, maintenance, and availability of port facility fire protection systems,

Periodic control of fire prevention and fire protection systems and equipment in the port facility is carried out.

13.11 Precautions to be taken in cases where fire protection systems do not work.

When there is a need for emergency response and the fire protection systems do not work, the nearest team is informed by calling the telephone numbers written in Article 11.6.

13.12 Other risk control equipment

Fighting sea fires

In sea fires that may occur within administrative are of the port, all public and private organizations will fight against the fire in accordance with provisions of regulation on prevention, extinguishing, and rescue measures against sea fires that may occur in the land, and fires stat at sea, port or coats and may reach and spread on land, or fires that may start on land may reach the coast, port or the sea, which was enter into force with decision of council of

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ministers dated 06/08/1975 and numbered 7/10357. Fixed and portable fire extinguishers, first aid units and equipment are kept in full, ready, and working condition in coastal facilities.

Extinguishing fires that may occur in coastal facilities are carried out by fire extinguishing teams equipped with the necessary tools and equipment created in accordance with the relevant legislation. Organizations engaged in tugboat operations also participate in extinguishing activities in line with the instructions of the port authority.

14. Occupational Health and Safety:

14.1 Occupational Health and Safety Measures

All occupational health and safety rules are valid and strictly enforced inside the terminal.

Success in this regard depends on the understanding, acceptance, and active participation and implementation of the port facility's health, safety, security and environmental protection management system.

It should not be forgotten that the works or mistakes you will make may adversely affect others, as well as the environment. The following rules and prohibitions should be observed in order to pay attention to these and not to cause any unsafe event, accident or injury:

The use of alcoholic beverages and drugs is strictly prohibited within the port facility.

Smoking is prohibited except in specially designated "Smoking Areas".

It is forbidden to use portable radio or other electronic devices, “walkman” type entertainment tools, headphones, or similar devices within the port facility.

The personal protective equipment that should be used at the minimum level in the port facility are as follows:

1- High-Vis vest or high-visibility clothing

2- Hard hat

3- Protective Shoes

4- Ear and eye protectors

The type of personal protective equipment to be used for all works carried out at the facility is specified in the PPE Table.

Prohibition Signs

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These symbolic safety signs are round, the background is white, the circumference is red in a ring, and there is a diagonal stripe. The pictogram is black, located in the center of the sign and below the diagonal strip. This sign means that something must not be done.

Some prohibition signs include, but are not limited to:

Warning Signs

These symbolic safety signs are triangular in shape, with a yellow background and black around the edges. The pictogram is black, located in the center of the sign. This sign warns of a particular risk or danger. Some warning signs include, but are not limited to:

Signs of Obligation

These symbolic safety signs are round, and the background is blue. The pictogram is white, located in the center of the sign. This sign determines which personal protective equipment should be used to avoid hazards. This sign means that something must be done.

General Information Signs:

These symbolic safety signs are square or rectangular and have a green background. The pictogram is white, located in the center of the sign. This sign provides specific information. For example, certain facilities, emergency routes and exits, first aid and rescue equipment, etc. locations are indicated by these signs.

Fire Prevention and Protection:

These symbolic safety signs are square or rectangular in shape, with a white background with a yellow and red surrounding. The pictogram is red and is located in the center of the sign. This sign indicates the location of fire fighting equipment and fire centers.

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14.2 Information on personal protective clothing and procedures for using them

The following are the types of Personal Protective Equipment to be used to protect the employees from the hazards in the work environment and the hazards caused by the activity:

1- Head protective equipment (Hard Hat):

The hard hats used must comply with the TS 2429 EN 397 standard, there must be a marking on the hrd hat showing compliance with this standard.

2- Foot protective equipment (Steel Toe Shoes):

The shoes used should comply with the TS EN ISO 20345 standard, there should be markings on the shoes showing compliance with this standard. For rubber boots, TS EN ISO 20344 compliance should be sought.

3- Hand protective equipment (Gloves):

Gloves are produced from natural, synthetic or a mixture of rubber or latex (raw material of rubber), insulating and elastic material with five fingers. There should be no seams, cracks, holes, tears, mold marks, wrinkles, bubbles, and patches on the glove. Right and left hands should be manufactured separately. Never touch the energized place with gloves alone (without the use of protective material).

a) The gloves used must comply with the minimum standard EN 420 (General Work Gloves).

b) The gloves that the personnel should use to protect their hands from burrs, cuts, scraping and object stings during work should be nitrile coated and comply with the EN 388 (Mechanical Work Gloves) standard.

c) Gloves to be used when working with chemical materials such as acids, bases, paint works, mineral oils must comply with the EN 374 (Chemical Material) standard.

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d) Gloves to be used while performing electrical work must comply with the EN 60903 standard.

e) Gloves to be used when cutting or welding metal with gas must comply with the TS 7935 EN 407 (Heat and Welding Gloves) standard.

The standards of hand protective equipment to be used for intervention with dangerous substances are as follows:

EN 388: Mechanical risk

EN 374: Chemical risk

EN 407: Hot environment risk

EN 511: Cold environment risk

Eye Protective Equipment (Work Glasses):

The work glasses used must comply with the TS 5560 EN 166 standard, there must be a marking on the glasses showing compliance with this standard.

When working with chemical materials, working with dusty substances, painting works and working with compressed air spray systems, fully closed work glasses called 'goggle' should be used to protect the eyes.

While performing the welding operations, full-closed glasses with green lenses of no. 5 dark should be used for oxygen welding. For electrical welding, full-closed goggles with dark green lenses of no. 9 should be used.

The standards of eye protection equipment to be used to intervene with dangerous substances are as follows:

EN 166: Technical performance standard

EN 167: Methods for optical tests

EN 168: Methods for tests other than optical tests

EN 169: Welding filters

EN 170: Ultraviolet filters

EN 172: Brightness filters for industrial use

EN 175: Face protection equipment in welding operations

Face protective equipment (Face Protector):

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Face shields are used to protect the face from arcs or splashing foreign objects. When using face protective equipment, compliance with the EN 166 standard should be sought. Face protectors are attached to the hard hat and used with the hard hat.

Face protectors can be used to protect the rest of the face, in addition to work glasses, depending on the danger posed by the job.

Ear protection equipment (Earplugs, ear protectors):

It is a safety equipment used to prevent harmful sounds and noises over 80 dB from damaging the ear.

Continuous noises in working environments cause loss of hearing over time. For this reason, noise sources in the working environment should be isolated as much as possible, and where isolation is not possible, earplugs in accordance with EN 352-2 standard or ear protectors in accordance with EN 352-1 standards should be used.

Respiratory system protection (Dust-Gas Masks):

There are two types of respiratory protective equipment available.

a) Filtered type protective masks: It filers the particles in the environment and allow breathing. This type masks must comply with the EN 149 (maintenance free) standard. According to the type of particles in the environment, FFP1, FFP2 and FFP3 type filters or the appropriate filter for that gas should be selected according to the type of gas to which it is exposed.

b) Half face mask; While the paint job is being done, it cleans the air by closing the mouth, nose and chin. The filters are cartridge type and are changed when they become useless. The appropriate filter is selected for which type of gas or dust protection is desired. It should have an adjustable and elastic band for a good fit on the face.

The standards of respirators to be used to intervene with dangerous substances are as follows:

EN 136: Standard for full face gas masks.

EN 137: Standard for breathing tube and backpacks.

EN 139: Standard for fresh air supplied masks.

EN 140: Standard for half face gas masks.

EN 141: Standard for gas-vapor filters.

EN 149: The standard for maintenance-free masks.

EN 270: Standard for fresh air supplied head pieces.

EN 403: The standard for escape masks.

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EN 405: The standard for maintenance-free gas-vapor masks.

Body protector (Workwear, Overalls):

Work clothes are used to protect the whole body from light cutting, piercing objects and abrasive substances. Where external hazards are minimal, linen work clothes can be used. Work clothes worn in areas with heavy traffic in the port must be equipped with reflective tapes in order to ensure high visibility.

The standards of body protective equipment that will be used for the intervention of dangerous substances and in general are as follows:

EN 343: Raincoat standard

EN 341: General standard of work clothes

EN 467: Apron for liquid chemicals standard

EN 465: Clothing for chemicals standard

EN 471: Reflective clothing standard

EN 469 and EN351: Heat and flame protective clothing standard

EN 412: Cut-proof apron standard

EN 464: Liquid-gas chemical protective clothing standard

EN 1073-1: Clothing standard against radioactive pollution

Welding mask:

It is a safety equipment that protects the face and eyes of the working personnel from harmful rays, sparks and splashing burrs that are released during welding. The part that carries the fixed and transparent glass of the mask is made of heat-resistant light material. The mask can be optionally hand-held, helmet-mounted or used with an adjustable headband. The transparent glass mounted on the fixed part should give a natural and clear image, the movable frame with the colored glass can be opened and closed easily, and the green transparent glasses can be easily changed.

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15. OTHER MATTERS:

15.1 Issues for those transporting dangerous goods that will arrive/leave the coastal facility by land (documents required to be kept by road vehicles carrying dangerous goods at the entrance/exit of the port or coastal facility area, equipment that these vehicles must have; speed limits in the port area, etc.)

The speed limit within our facility is 20 km/h. The documents to be requested from the vehicles carrying dangerous goods to be loaded onto the ship to arrive by road / to be departed from the facility by road to the next ship by road, at the entrance and exit to the facility site are listed below.

1. Dangerous Cargo Declaration

2. Dangerous Goods Shipping Waybill

3. Multi-Modal Dangerous Cargo Form

4. Dangerous Cargo Manifest

5. Packaging and Container/Vehicle Loading Certificate

6. Safety Data Sheet

7. Transport document showing exemption for carriage within the scope of ADR/RID/IMDG Code 3.4 and 3.5

8. Transport document showing exemption for carriage within the scope of ADR 1.1.3.6

9- In transports within the scope of ADR;

- Suitable for transport and valid SRC 5 certificate
- Written ADR instruction
- Suitable for transportation and valid Vehicle Conformity Certificate
- Transport document

10- In case of using heat-treated wood in cargo transport unit (CTU) and loading safety or transportation, a certificate showing that the wood is suitable,

11- The result of the risk assessment containing harmful gas in the cargo transport units arriving at the port facility and the cargo transport units leaving the port facility or, if gas measurement has been made, a certificate of conformity for transportation,

Dangerous goods arriving and leaving the port facilities cannot be transported without the mandatory documents regarding the transportation listed above.

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15.2 It is obligatory to have the following equipment in vehicles carrying dangerous goods coming to our facility.

1- For each vehicle, at least one scotch suitable for the radius of the wheel and the maximum mass of the vehicle.

2- 1 fire extinguisher (at least 2 kg in the driver's cabin) However, fire extinguishers (Vehicle>7.5 Vehicle>7.5 t = >12 kg 2 pcs/ 3,5t<Araç≤7,5t=> 8 kg 2 units / Vehicle≤5.3t=>4 kg 2 units)

3- 2 self-standing warning signs

4- Warning vest (EN 471)

5- 1 flashlight (must be non-sparking)

6- A pair of protective gloves

7- Eye protection equipment

Additional protective equipment:

1- Gas mask for hazard label 2.3 or 6.1 (EN141)

2-For hazard label numbers 3,4.1, 4.3, 8 and 9: Shovel, Drain cover, Collection container

10.5 Issues for those carrying dangerous goods that will arrive/leave the coastal facility by sea (day/night signs to be displayed by ships and sea vehicles carrying dangerous goods at the port or coastal facility, cold and hot working procedures on ships, etc.)

1- Ships and marine vehicles that will carry out degassing operations for maintenance or repair with hot and cold processes shall abide by provisions of Regulation on Degassing of Ships and Marine Vehicles in Construction, Modification, Maintenance, Repair and Dismantling Procedures published in the Official Gazette dated 21.12.2004 and numbered 25677.

2- Hot working and gas freeing are not allowed at Hopa Port, except for special cases to be allowed. However, in an emergency, protective measures to be determined by our facility may be taken and allowed in line with the permission of the Port Authority. In cases other than hot work, necessary precautions are taken for cold work in line with the permission of the port authority, and it is allowed in a way that does not disrupt the operation.

10.5.1. In case a ship will participate or is participating in an operation related to the transportation or handling of dangerous goods in the port area, a special type of signal that can appear day and night will be used.

These signal types are:

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Daytime: “B” pennant and (Bravo: I am loading, unloading, or transporting dangerous cargo)

Nighttime: Blinkless red light visible from 360°.-6+

15.3 Other Matters to be Added by the Coastal Facility:

Conditions Not Included in This Guide

15.3.1 Dangerous material handling operations are carried out in our facility by our expert staff. High-level measures are taken in terms of safety and security with pre-operation planning, risk analyzes and work permit system.

15.4 Prohibited Activities

1- In the approach channels of the coastal facilities, at the mouths of the breakwaters, at the berthing and mooring areas and at the anchorage areas, Fishing, sailing, rowing or other water sports activities and swimming are prohibited.

2- Ships and marine vehicles arriving or leaving the buoy to be moored, and ships and marine vehicles other than those used in coastal facility services cannot pass between buoys and buoy lines.

3- Ships and marine vessels cannot be moored or berthed to places that do not have a coastal facility operation permit and to places that are not operated or owned by any institution/organization. However, the administration may make temporary arrangements as it sees appropriate in cases of emergency.

15.5 Dangerous Goods That Will Not Be Handled at the Port

1- Class 1 explosives, infectious cargoes, and class 7 radioactive dangerous goods will not be handled, stored, or stacked at the port. Moreover, bulk oil and petroleum products will not be loaded or unloaded at the port docks. With the permission of the Port Authority, oil-fuel supply and waste (solid-liquid) can be supplied to ships.

2- It is forbidden to store, load, unload Class 6.2 contagious dangerous substances in the port area.

15.6 Notifications Regarding Dangerous or Marine Pollutant Cargoes:

1- Considering that undeclared or misreported cargoes cause many problems and accidents, vessels carrying dangerous goods at least twenty-four (24) hours before entering the Administrative Area of the Port Authority and Ships and marine vessels with a cruising time of less than twenty-four (24) hours until they enter the port area are obliged to submit the notification document containing detailed information about their cargo to the Port Authority and the Port Operator Organization in writing, immediately after their departure from the coastal facility.

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2- The cargo officer must notify the Port Operator at least 24 hours before entering the coastal facility regarding the dangerous goods coming by road and rail.

3- In case the notification obligation is not complied with, or the notifications do not contain correct information, the administrative sanctions against the notifier are reserved by the Port Authority.

4- The notification obligation also covers the dangerous goods to be handled, transited, stored at the port.

5- In case timely and correct notification is not made, the berthing and departure order of the ships may change. Moreover, the material damage and legal responsibility arising from not giving permission to enter the port operator due to the lack of notification will belong to the party who is obliged to make a notification.

15.7 Obligation to Keep Information/Documents Related to Dangerous Goods:

The port facility, where dangerous goods are handled, shipper and carriers are obliged to keep and keep a copy of the dangerous goods transport document and the additional information mentioned in the IMDG Code for at least 3 months. In case this information is stored electronically, the port facility should be able to print out the information upon request by the sender and carrier.

15.8 Control of Dangerous Goods Arriving at the Port Area:

In case there is inconsistency between the dangerous cargo information and the cargo arriving at the port, the situation should be reported to the cargo officers and necessary revisions should be made in the cargo storage, stowage locations and loading/unloading conditions.

Matter to check:

1- Cargo shipment documents,

2- Control of documents and certificates related to safe transportation, handling, packaging and stacking of dangerous goods,

3- Matching between the declaration and the cargo quantities,

4-Control of the matching of the cargo shipment documents with the cargo arriving at the port

5- Whether it is packaged safely and appropriately,

6- The compliance of the labels/plating and marking of the packages or their containers with the rules,

It should be inspected those packages containing dangerous cargo, unit load and cargo transport units are packaged, marked, labeled, unnecessary labels and signs are removed in

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accordance with the provisions of the IMDG Code and applicable national or international standards and guides for the mode of transportation.

15.9 Other matters subject to the permission of the Port Authority

1- Before the construction of coastal structures and the establishment of aquaculture production areas to be carried out after the necessary permits and approvals are obtained from the relevant institutions/organizations, the relevant persons shall obtain permission from the port authority to start the activity.

2- It is obligatory to obtain permission from the Port Authority before buoying, diving, dredging and similar activities. Ships and marine vehicles used in such activities demonstrate day signs and sound signals with a light in accordance with the legislation.

3- Water sports to be held in the administrative area of the port are carried out within the scope of the Regulation on Sportive Activities for Tourism Purposes and other relevant legislation published in the Official Gazette dated 23/2/2011 and numbered 27855. The powers of the port authority to ensure the safety and security of life, property, navigation, and environment related to water sports for tourism purposes are reserved. The port authority is authorized to make all kinds of restrictions in these activities and to stop these activities, taking into account the safety and security of life, property, navigation and the environment.

4- It is obligatory to request permission to the port authority at least 15 days before for the races that will start from one port administrative area and end at another port administrative area, and at least 7 days before for other competitions and activities.

5- Unless permission is obtained from the port authority, repairs, scraping and painting, welding and other hot works, lifeboat and/or boat launching, or other maintenance works cannot be carried out on ships and marine vehicles in the port areas.

6- Coastal facilities located in the administrative area of the port make a notification to the Naval Forces Command, Navigational Hydrography and Oceanography Department for their geographical locations to be recorded on the relevant sea maps.

7- Ships and marine vehicles cannot approach the bow of the ships and marine vehicles approaching from the stern.

8- Cargo transfer activities in the administrative area of the port are subject to the permission of the port authority.

9- Unless permission is obtained from the port authority, other ships and marine vehicles cannot be aboard the sides of the ships and marine vehicles at anchor or in coastal facilities.

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The agency and supply boats, public vessels, refueling vessels, water tankers and coastal facility service vessels is outside the scope of this paragraph, and these types of vessels carry out their services in coordination with the coastal facility operators, with the knowledge of the port manager.

10- The ship's captain or agent who will supply fuel, oil and water notifies the relevant port authority before the supply operation.

11- Fishing boats and yachts; In coastal facilities, they can be adjacent to each other's sides, they cannot tie in double rows.

12- Ships and marine vessels cannot change their anchorage areas without permission from the port authority. However, those who cannot stay where they are due to adverse weather and sea conditions can leave their places and anchor at safer anchorage areas. Those concerned shall notify the port authority as soon as possible. The regulation regarding the implementation of this paragraph is made by the relevant port authority in places where there is a ship traffic services center.

13- Ships and marine vehicles that will not carry out any activity in the coastal facilities but anchor in the anchorage areas due to force majeure such as adverse weather conditions and situations that may endanger navigation, life, property, environmental safety, and safety, shall immediately notify the relevant port authority and/or the pilotage organization. The regulation regarding the implementation of this paragraph is made by the relevant port authority in places where there is a ship traffic services center.

14- The floating equipment to be used in the beach areas within the port borders, in coastal hotels, motels, holiday villages, in front of the sites, in the sea areas up to 200 meters from the shore, to determine the boundaries of the swimming area, will be determined by the relevant authorities between 1 April and 15 November every year, and fully prepared and preserved. Ships and marine vehicles cannot enter the designated swimming areas. The port authority is authorized to make changes in the boundaries of the swimming area based on the safety and security of navigation, life, property, and the environment.

15- Vault mooring and anchoring needs and related arrangements at each port are made by the port authority and related operating procedures and principles are determined by the Administration.

16- Providing pilotage services to ships and marine vehicles that do not have permission to berth at the coastal facilities, and to ships and marine vehicles that do not have a port exit certificate or an anchorage order is subject to the permission of the port master.

17- For the cruise boats that make daily excursions, issues regarding the determination of mooring, sheltering and navigation routes are determined by the port authority, taking into account waste reception and other services, and approved by the Administration. The port

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master may impose restrictions on the capacity, entry-exit and usage in case the capacity of mooring and sheltering places is exceeded.

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ANNEXES

ANNEX 1:

DEFINITIONS AND ABBREVIATIONS

a) Consignee: Real and legal persons who will receive the dangerous cargo according to the transport contract,

b) Packing: The transport container in which the dangerous cargo is placed, as defined in IMDG Code Chapter 6,

c) Packer: Natural and legal persons who place dangerous goods in different types of containers, including large packaging and intermediate bulk containers, and make the packages ready for transport when necessary, pack dangerous goods or change the packages and labels of these goods, label them for transportation, sender or real and legal persons who carry out these operations with his instructions. and the land and shore facility personnel who actually perform this operation,

ç) Ministry: Ministry of Transport, Maritime Affairs and Communications,

d) Bulk cargo: Substances in solid, liquid, and gaseous state that are planned to be carried in the structural part of the ship or in a tank or hold permanently fixed in or on the ship, intended to be transported directly without containment,

e) Handling: Without changing the essential characteristics of the dangerous cargo, changing its location, transferring it from large containers to small containers, ventilating, separating, sifting, mixing, renewing, changing, or repairing the cargo transport units and packages, and similar operations for transportation,

f) Fumigation The process of applying chemical substances in solid, liquid, or gaseous form acting in gaseous form to a closed cargo transport unit or ship hold in order to destroy harmful organisms,

g) IBC Code: International Code on the Construction and Equipment of Ships Carrying Dangerous Chemical Cargo in Bulk,

ğ) IGC Code: International Code on the Construction and Equipment of Ships Carrying Liquefied Gas in Bulk,

h) IMDG Code: International Code for Dangerous Goods Transported by Sea,

i) IMO: United Nations International Maritime Organization,

i) IMSBC Code: International Maritime Solid Bulk Cargo Code,

j) Grain Code: International Code for the safe transport of bulk grains

k) ISPS Code: International Ship and Port Facility Safety Code,

l) Administration: General Directorate of Dangerous Goods and Combined Transport Regulation ,

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

n) Timber Code: Code of Safe Practices for Ships Carrying Lumber Cargo on Deck,

o) Coastal facility: Docks, piers, buoys, platforms and their anchor points, approach areas, closed and open storage areas, buildings and structures used for administrative and service purposes, the boundaries of which are determined by the Administration, where ships can safely take in and out of cargo or passengers or take shelter,

ö) Container: A load carrying equipment that has a certificate in accordance with the applicable standards within the scope of the CSC Contract,

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

r) Grain Code: International Code for the Safe Transport of Bulk Grains,

s) Carrier: Natural and legal persons, who are actual carrier, broker, ship owner, freight forwarder, freight forwarder, shipping agent, who receives, submits, and accepts offers for the transportation of all kinds of dangerous goods on their own behalf or on behalf of third parties, can transport dangerous goods by road or rail within the scope of combined transportation, who carry out the transportation with or without a contract,

ş) Hazardous waste: The parts and solutions of the cargo or the dangerous cargo or the packaging and cargo transport units carrying dangerous goods, mixtures and used packaging and cargo transport units, which are classified as specified in the Basel Convention, which are transported for reprocessing, garbage, incineration or disposal by any other means, and whose transport class and conditions are determined within the scope of SOLAS.

t) Dangerous cargo (dangerous substance): Petroleum and petroleum products included in Annex-I of the International Convention for the Prevention of Pollution of the Seas by Ships (MARPOL 73/78), packaged goods listed in the International Code for Dangerous Goods Transported by Sea (IMDG Code), International Maritime Solid Bulk Cargoes Code (IMSBC Code)) Bulk materials with UN Number given in Annex-1, substances given in Chapter 17 of the International Code Concerning the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (IBC Code) and International Code Concerning the Construction and Equipment of Ships Carrying Liquefied Gas in Bulk (IGC) Code) With the substances given in Chapter 19, the items that are not yet included in these lists, but that have the potential to harm life, property, the environment or other materials during transportation due to their physical, chemical properties or mode of transport, the packaging in which these substances are transported and not cleaned properly, and cargo transportation units,

u) Loader: Natural or legal entities that load dangerous cargoes and dangerous cargoes in terms of loading safety to the ship, sea vehicle, vehicle or cargo transport unit, label, plate the cargo transport unit, handle, stack, unload the cargo including the dangerous cargoes in the ship or cargo transport unit in line with the instructions of the shipper.

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ü) Cargo officer: The sender, receiver, representative and freight forwarder of the dangerous goods,

v) Cargo transport unit: Rad trailer, semi-trailer and tanker, portable tank and multi-element gas container, railway car and tank car, container, and tank container, which are designed and manufactured for the transport of packaged or bulk dangerous goods

y) DWT: The weight a ship carries in salt water when fully loaded with cargo, passengers, personnel, stores, fuel, and fresh water

z) GRT: The volume of all confined spaces of a ship

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ANNEX 2:

ÇOK MODLU TEHLİKELİ MAL TAŞIMA FORMU

1. Yükleten/Sevkiyatçı/Gönderen	2. Taşıma belgesi no	
	3. Sayfa 1/ Sayfa	4. Sevkiyatçı referansı
		5. Taşıyıcının referansı
6. Alıcı	7. Taşıyıcı (taşıyan tarafından doldurulacak)	
	SEVKİYATÇININ BEYANI Bu sevkiyatın içindekilerinin, uygun sevkiyat adine uygun şekilde aşağıda eksiksiz ve doğru olarak tanımlandığını; sınıflandırıldığını, ambalajlandığını, işaretlendiğini/levhalandığını ve her açıdan ilgili uluslararası ve ulusal düzenlemelere uygun şekilde taşıma için uygun durumda olduğunu beyan ederim.	
8. Bu sevkiyat şunlar için ön görülen sınırlandırmalara uygundur: (ilgili değilse siliniz) YOLCU VE KARGO UÇAĞI YALNIZCA KARGO UÇAĞI	9. İlave elleçleme bilgileri	
10. Gemi / uçuş no. Ve tarihi	11. Liman/yükleme yeri	
12. Liman/boşaltma yeri	13. Varış yeri	

14. Nakliye İşaretleri	* Ambalaj sayısı ve türü; maddelerin tanımı	Brüt kütle (kg)	Net kütle	Küp (m^3)

15. Konteyner tanımlama no./ Araç kayıt no.	16. Mühür numaraları	17. Konteyner/araç boyutu ve tipi	18. Dara (kg)	19. Toplam brüt kütle (dara dahil) (kg)

KONTEYNER/ARAÇ AMBALAJ SERTİFİKASI İşbu belgeyle, yukarıda tanımlanan maddelerin yukarıda belirtilen konteynere/araca ilgili hükümlere uygun şekilde yüklendiğini beyan ederim ** **AMBALAJLAMA/YÜKLEMEDEN SORUMLU KİŞİ TARAFINDAN TÜM KONTEYNER/ARAÇ YÜKLERİ İÇİN TAMAMLANMALI VE İMZALANMALIDIR**	21.ALAN KURULUŞUN MAKBUZU Yukarıda belirtilen sayıdaki ambalajlar/konteynerler/römorklar, aşağıda aksi belirtilmiyorsa iyi düzende ve durumda teslim alınmıştır. ALAN KURULUŞUN AÇIKLAMALARI:	
20. Şirket adı	Çekicinin adı	22. Şirket adı (BU NOTU HAZIRLAYAN NAKLİYECİNİN)
Beyan verenin adı/konumu	Araç kayıt no.	Beyan verenin adı/konumu
Yer ve tarih	İmza ve tarih	Yer ve tarih
Beyanda bulunan tarafın imzası	SÜRÜCÜNÜN İMZASI	Beyanda bulunan tarafın imzası

** Bkz. 5.4.2.

* TEHLİKELİ MADDELER İÇİN: BM No., tam sevkiyat adı, tehlike sınıfı, ambalaj grubu (atanmışsa) ve ilgili ulusal ve uluslararası yönetmelikler kapsamında istenen diğer bilgileri belirtmeniz gerekir.

SIYAH TARAMALAR SIYAH TARAMALAR SIYAH TARAMALAR SIYAH TARAMALAR SIYAH TARAMALAR SIYAH TARAMALAR SIYAH TARAMALAR SIYAH TARAMALAR SIYAH TARAMALAR SIYAH TARAMALAR SIYAH TARAMALAR

ANNEX 3

Container/vehicle packing certificate

In case dangerous goods are loaded or packed in any container or vehicle, the parties responsible for packing the container or vehicle shall submit a "container/vehicle packing certificate" stating the container/vehicle identification number(s) and confirming that the transaction is carried out in accordance with the following conditions:

.1 the container/vehicle appears clean, dry and suitable for accommodating the goods;

.2 .,Packages that must be separated under segregation requirements are not packed together in the container/vehicle (unless approved by that competent authority in accordance with clause 7.3.4.1);

.3 All packages have been externally inspected for damage and only intact packages have been loaded;

.4 Unless the competent authority has approved otherwise, drums are placed in an upright position with all goods properly loaded and, where necessary, adequately supported with fixing material to suit the intended mode of transport;

.5 Goods loaded in bulk are evenly distributed within the container/vehicle;

.6 For consignments containing Class 1 substances, with the exception of hazard division 1.4,

the container/vehicle is structurally fit for service in accordance with 7.1.2.

.7 Containers/vehicles and packages are properly marked and labeled where necessary;

.8 When substances with a risk of suffocation are used for cooling and ventilation purposes (eg dry ice (UN 1845) or nitrogen, refrigerated liquid (UN 1977) or argon, refrigerated liquid (UN 1951)), outside the container / vehicle is marked according to 5.5.3.6 and

.9 Dangerous goods transport document specified in 5.4.1 was obtained for each dangerous goods shipment loaded into the container / vehicle.

Note: Container/vehicle packing certificate is not required for portable tanks.

The information required for the dangerous goods transport document and the container/vehicle packaging certificate can be included in a single document; otherwise these documents must be attached to each other. In case the information is combined into a single document, the document should contain a unitary statement like this: "We declare that the items are packed in the container/vehicle in accordance with the relevant provisions". This statement should be dated and the person signing the statement should be identified on the document. Fax signatures can also be accepted in case applicable laws and regulations recognize the legal validity of fax signatures.

PARK DENİZCİLİK VE HOPA LİMAN İŞLETMELERİ AŞ.

In case the container/vehicle packing certificate has been presented to the carrier by EDP or EDI transmission techniques, signatures may be electronic signatures, or the name(s) of the person authorized to sign (in capital letters) may be used.

In case the container/vehicle packing certificate has been presented to the transporter with EDP or EDI techniques and then the dangerous goods are transferred to a transporter that requires a container vehicle packing certificate on paper, the transporter must ensure that the paper document states "Original copy received electronically" and that the name of the signatory is shown in capital letters.

İLİK VE HOPA LİMAN İŞLETMELERİ AŞ.

DANGEROUS GOODS PACKAGING AND CONTAINER/VEHICLE PACKING CERTIFICATE
TEHLİKELİ YÜK PAKETLEME VE KONTEYNER/ARAÇ YÜKLEME SERTİFİKASI

☐ Packaging Certificate
Paketleme Sertifikası

Container/Vehicle Packing Certificate ☐
Konteyner/Araç Yükleme Sertifikası

Package Information / Ambalaj Bilgileri	Dangerous Goods 1 / Tehlikeli Yük 1	Dangerous Goods 2 / Tehlikeli Yük 2	Dangerous Goods 3 / Tehlikeli Yük 3
Number of Package/Paket Sayısı			
Type of Package/ Paket Türü			
Gross Weight of Each Package/ Her Bir Paketin Brüt Ağırlığı			
UN No./ BM Nr.			
Proper Shipping Name / Uygun Taşımacılık Adı:			
IMDG Code Class – Division / IMDG Kod Tehlike Sınıfı - Bölümü			
UN Homologation of Package/ Paketin UN Onay Kodu			
Specifications / Özellikleri			

Responsible Person Information /Sorumlu Kişinin Bilgileri

Responsible Person of Packaging / Paketlemeden Sorumlu Kişi		Responsible Person of Loading / Yüklemeden Sorumlu Kişi	
Place / *Yer*		**Place / Yer**	
Date / *Tarih*		**Date / *Tarih***	
The conditions above have been met at time of packing. *Paketleme sırasında yukarıda yer alan koşullar yerine getirilmiştir.*		The conditions above have been met at time of loading the container/vehicle. *Konteyner/Araç yükleme sırasında yukarıda yer alan koşullar yerine getirilmiştir.*	
		Container/Vehicle Registration Nr: Konteyner Kayıt No/Araç Plakası	
		Port of Loading / Yükleme Limanı	
		Port of Unloading / Teslim Limanı	
Company / Firma:		**Company / Firma:**	
Signature / İmza:		**Signature / İmza:**	
Name of Declarant/ Beyan Edenin Adı Soyadı		**Name of Declarant/ Beyan Edenin Adı Soyadı**	
CTU Code Training Certificate Nr. /CTU Kod Eğitim Sertifika No:		**CTU Code Training Certificate Nr. /CTU Kod Eğitim Sertifika No:**	
Name, Certificate Nr. and Signature of Surveyor: Deniz Gözetim Yetkilisinin Adı/Soyadı, Sertifika No ve İmzası:		**Name, Certificate Nr. and Signature of Surveyor: Deniz Gözetim Yetkilisinin Adı/Soyadı, Sertifika No ve İmzası:**	
Verified by: Doğrulama Teyidi Veren Gözetim Şirketi Unvanı/Kaşesi		**Verified by: Doğrulama Teyidi Veren Gözetim Şirketi Unvanı/Kaşesi**	

This document is valid for 120 days, unless the container/vehicle is opened or an incident is occurred after verification.
Bu belge onaylandıktan sonra, konteynerin/aracın kapağı açılmadığı veya herhangi bir kazaya uğramadığı sürece 120 gün geçerlidir.

PARK DENİZCİLİK VE HOPA LİMAN İŞLE

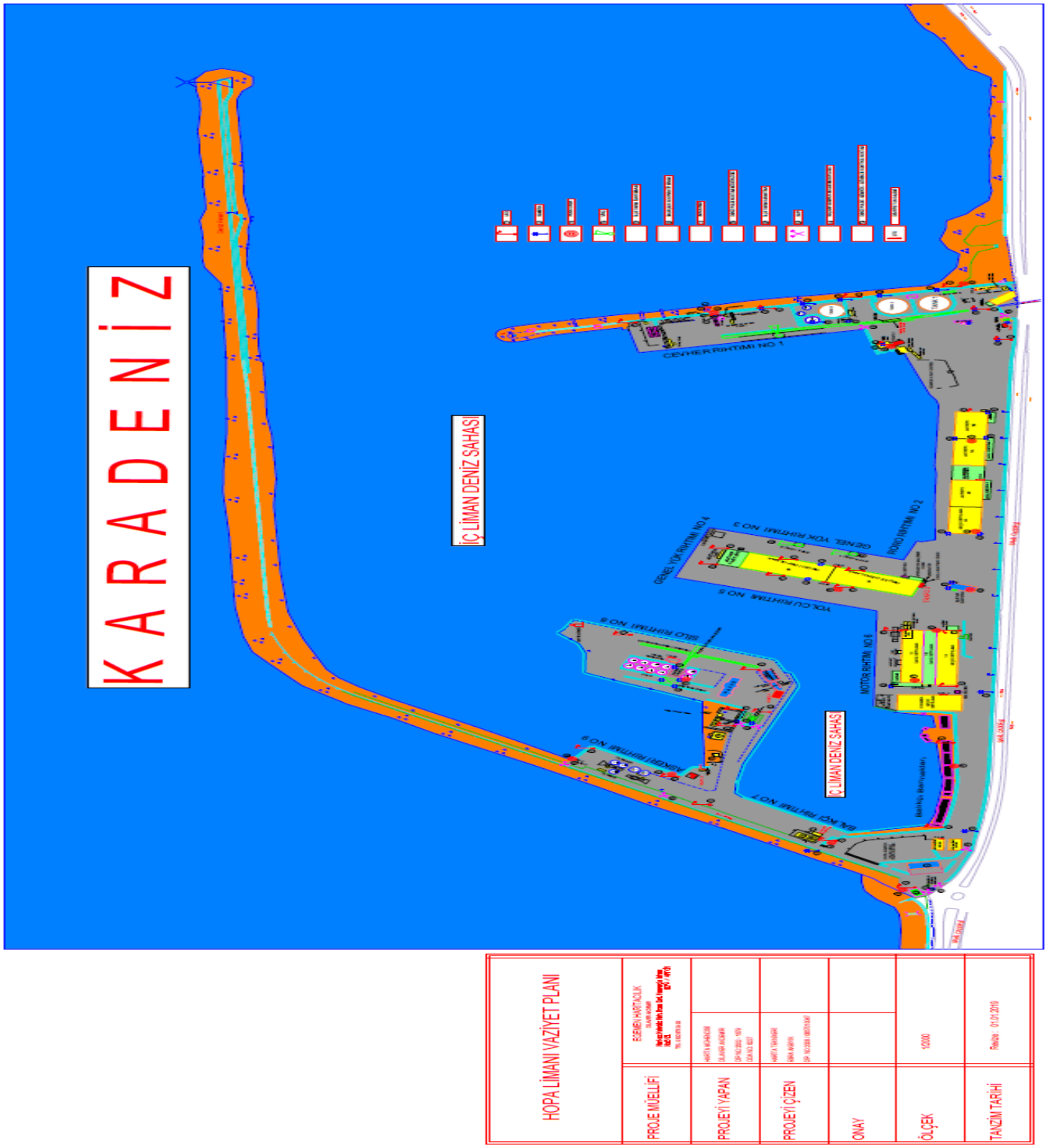
ANNEX 4

Personal Protective Standards List

HOPAPORT	KKD STANDARTLARI LİSTESİ / PPE STANDARDS LIST	Dok. No. / Doc No	QM-LS-10
		Yay. Tarihi / Issue Date	01.01.2015
		Rev. Tarihi/ Rev. Date	23.11.2015
		Rev. No. / Rev. No	01

KKD Tipi / PPE Type	STANDARTLAR / STANDARDS
İş Elbisesi / Work Cloth	3M 4515-4510-EN 13034-2005 EN 340:2003 EN ISO 13982 Hava geçirgen kimyasal koruyucu giysiler EN 13034 TYP6 EN 533 EN 1149 Kaynakçılar için, koruyucu giysi şartnamesi) (WI - X-ışını -plastik koruyucu önlükler için BS 3783 Şartnamesi) (WI - Isı karşısında, kısa süreli koruma sağlamak için BS 3791 Şartnamesi)
Baret / Hard Hat	EN397 3M G3000 PELTOR (WI - Min. - ISO 3873, BS 5240) /
İş Ayakkabısı / Protective Shoe	CE0193-EN ISO 20345 (WI - Min. BS 953, DIN 4843)/ S3 QUBEC RSC Kaynakcı ayakkabısı : Welder S3 SRC Hro Cofra
Reflektorlu Yelek / Reflector Vest	EN 471
Eldiven / Gloves	EN388-EN420 (WI - BS 1651: Şartnamesi - Endüstriyel Eldivenler İçin)
Elektrik Eldiveni / Electrical Safety Gloves	TS EN 60903 TS EN 388 CE
Kaynak - Kesme Eldiveni / Welding - Cutting Gloves	EN 388-EN420 (WI - BS 1651: Şartnamesi - Endüstriyel Eldivenler İçin)
Gözlük / Safety Googles	EN166 --- (WI - Min. ISO 4849/BS 2092 - Personel göz koruması) (WI - Min. BS 2724 - Güneş ışığına karşı göz koruması) 3M EN 169:2002 - Kaynak filtreleri için kişisel göz koruyucuları)
Kulak Tıkacı / Ear Plug	3M TM 1271 (WI - Min. BS 6344 "Endüstriyel İşitme Koruyucuları")
Güderi Önlük / Buckskin Coat	(WI - Alev geciktirici endüstriyel giysiler için, BS 1547 Şartnamesi)
Maske / Mask	FFP1,FFP2, FFP3 EN 149:2001,5500/P3 toz maskesi
Kaynak Maskesi / Welding Mask	FFP1,FFP2, FFP3 EN 149:2001,
Boya Maskesi / Painting Mask	EN 149:2001,3M EN 140:1998 Kimyasal ve kömür madenciliği
Emniyet Kemeri (Paraşüt Tipi) / Parachute Type Safety Belt	EN 361:2002, EN 358:1999

ANNEX 5: LAYOUT PLAN



ANNEX 6

ANNEX 7

Emergency Organization Chart:

HOPAPORT	EMERGENCY ORGANIZATION CHART	Document No / Doc. No.:	QM-SQ-01
		Issue Date:	25/07/2016
		Revision Date:	24.05.2019
		Revision No:	01

Acil Durum AnaKoordinatörü
Emergency PrimaryCoordinator
Meriç B.Özer

Genel Koordinatör
General Coordinator
Osman Zeki Ergüven

Yangın Ekibi / Fire Fighting Team
Alinaz Yılmaz 0535 448 92 23
Hasan Demirbaş 0538 584 84 80
Osman Ergüven 0533 469 08 55
Mehmet Güvercin 0537 829 32 41
Hakkı Tamer 0535 552 29 82
Seza Kapucu 0532 480 54 50
Mesut Karabulut 0551 261 55 46

İlk Yardım Ekibi / First Aid Team
Temel Küçük 0535 548 43 21
Zeki Ersoy 0536 814 20 98
Osman Kefeli 0542 427 48 28
Mehmet S. Güven 0542 435 30 90

Arama Kurtarma Ekibi / Search And Rescue Team
Ömürcan Küçükler 0536 371 26 62
Turgut Akın 0537 962 78 85
Orhan Sakınmaz 0542 284 07 87

Çevre Koruma Ekibi / Environmental Protection Team

Fikret Erdoğan 0535 821 81 05
Hikmet Erdoğan 0534 932 97 52

LİMAN İŞLETMELERİ AŞ.

ANNEX 8: Administrative Port Boundary:

PARK DENİZCİLİK