

# Common Rules & Information

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# Common Rules & Information

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

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

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



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

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

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

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

### **2.1 General**

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

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

#### **2.1.1 Shipping Agent Requirement**

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

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

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

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

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

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

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

## 2.2 Arrival Entry Requirements

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

### 2.2.1 Pre-Arrival Information

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

### 2.2.2 Arrival Documentation

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

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

## 2.3 Port and Terminal Speed requirements

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

## 2.4 Quarantine Clearance

### 2.4.1 Radio Messages

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

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

### 2.4.2 Clearance Procedures

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

#### **2.4.2.1 Procedures for Juaymah SPM Berths**

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

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

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

#### **2.4.2.2 Procedures for Alongside Berths**

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

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

#### **2.4.3 Quarantine Signals.**

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

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

#### **2.4.4 Manifold Seals Requirement**

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

### **2.5 Prohibited Articles**

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

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

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

### **2.5.1 Sealed Store Rooms /Bonded Lockers**

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

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

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

### **2.5.2 Smuggling or Trafficking in Prohibited Articles**

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

### **2.5.3 Crew Baggage Search**

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

## **2.6 Saudi Arabian Flag**

The flag of the Kingdom of Saudi Arabia must be hoisted by every vessel, commercial and military, within the territorial waters of Saudi Arabia, and shall be flown continuously both by day and by night. This flag shall be clean and in good condition.

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

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



## 2.7 Radio Silence at berth

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

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

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

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

### 2.7.1 GSM Telephones

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

## 2.8 Photography

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

## 2.9 Disembarkation

Crewmembers are not permitted ashore for ANY PURPOSE WHATSOEVER (including reading the vessel's draft) until pratique is granted and then only if engaged in operational duties. No visiting between vessels at berths is permitted. All shore leave is contingent upon compliance with Saudi Arabian quarantine and passport regulations. For current details concerning these regulations and shore leave restrictions, the ship's agents must be consulted. Failure to comply with the regulations may result in severe penalties.

## 2.10 Penalties

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

## 2.11 Foreign Consulates

All foreign consulates have offices in Jeddah.

# 3. Ship Acceptance & Safety Requirements

## 3.1 Ship Acceptance Requirements

### 3.1.1 Company Policy

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

### 3.1.2 Vessels Less than 10 Years of Age

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

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

operators of any vessel under 10 years of age intending to call on any Saudi Aramco Port or Terminal to ensure that all deficiencies noted during previous port calls, or in the most recent SIRE Inspection Report, are promptly corrected and that evidence of the correction of such deficiencies is provided to Saudi Aramco prior the vessel's arrival. Failure to provide evidence of correction of such discrepancies prior to arrival may cause the vessel to be rejected or delayed on arrival, in which case, the cost of all such delays shall be for the vessel's account.

### **3.1.3 Vessels Over 10 Years of Age**

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

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

### **3.1.4 All Vessels**

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

### **3.1.5 "Flagged" Vessels**

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

### **3.1.6 Banned Vessels**

Any flagged vessel that causes pollution in any Saudi Aramco Port or Terminal, or is found on arrival to have serious uncorrected safety or operational deficiencies or violations of international safety standards may, at the discretion of the Manager, Port



Operations, be permanently banned from entry into all Saudi Aramco ports and terminals.

## 3.2 Saudi Aramco Safety Requirements

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

## 3.3 Responsibility of Masters

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

### 3.3.1 Master’s Safety Declaration

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

## 3.4 Safety Checks

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

### 3.4.1 Authority of the Terminal Representative

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

## 3.5 The Saudi Aramco Safety Check List

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

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

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

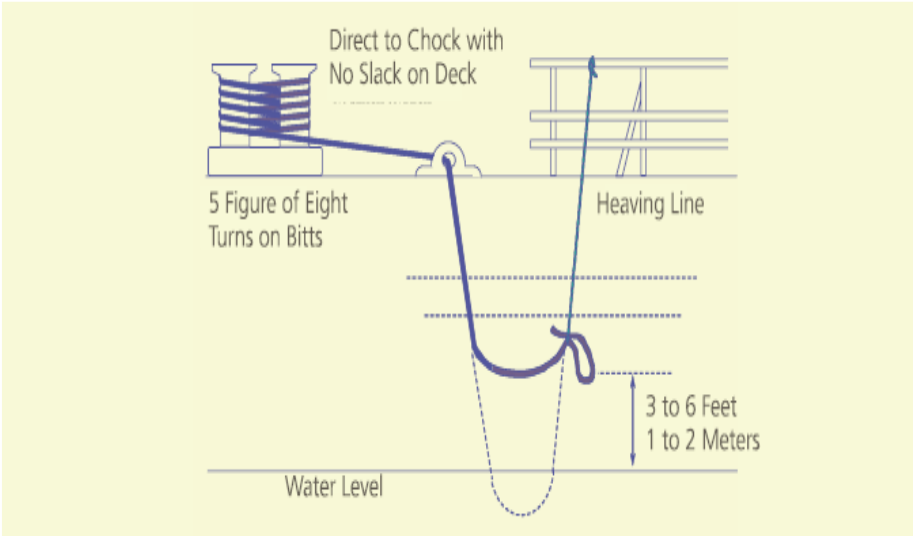
### 3.5.1 Emergency Towing-Off Pennants are Correctly Rigged and Positioned.

- Emergency towing wires (fire wires) shall be made fast to bitts as far forward and as far aft as practicable on the side of the vessel opposite to the cargo connections. The wires shall be in good condition and secured with a minimum of five figure of eight turns on the bitts.
- The wire shall lead directly to the chock with no slack on deck and a heaving line made fast to the eye shall be used to maintain the eye of the wire between one and two meters above the water at all times. See Diagram.
- Not less than two wires suitable for towing the gas tanker off the berth in an emergency shall be provided.
- Emergency Towing-off Pennants

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

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

- The wires shall be regularly checked and adjusted.



### 3.6 Risk of Heat Exhaustion

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

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

### 3.7 Volatile and Nonvolatile Petroleum

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

### 3.8 Precautions Against Static Ignition

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

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

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

The Master shall be responsible for calculating the maximum initial loading rate based on ISGOTT recommendations and the design of the ship and shore facilities, and in accordance with the following table:

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

ISGOTT - Rates corresponding to 1.0 meter / second

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

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

## 3.9 Chemical Hazards

### 3.9.1 Hydrogen Sulfide Hazards

Saudi Aramco crude oils may contain dissolved hydrogen sulfide (H<sub>2</sub>S) in concentrations that may be hazardous. It is recommended that Owner's instructions

and the ISGOTT recommendations in respect of H2S hazards be reviewed and updated as required.

### 3.10 Emergency Signal

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

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

### 3.11 Gas Freeing and Tank Cleaning

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

### 3.12 Boiler Tube Cleaning

Never perform soot blowing in port or conduct washing of smoke / water tubes, funnel uptakes, boiler tubes and economizer (Exhaust Gas Boiler) shall not be cleaned while the vessel is at a berth. Every precaution shall be taken to ensure that sparks do not escape from the funnel.

### 3.13 Repairs

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

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

### 3.14 Foam Firefighting readiness

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

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

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

### 3.15 Aft deck fire prevention

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

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

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

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

Additional measures to be taken by the vessel:

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

### 3.16 Restrictions

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

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

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

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

## 4. Emergencies, Accidents and Delays at Berth

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

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

### 4.1 General Policy

#### 4.1.1 Master's Right of Salvage

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

#### 4.1.2 Right of Intervention by Saudi Aramco

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

#### 4.1.3 Emergency Assistance from Saudi Aramco

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

#### 4.1.4 Priorities for Dealing with an Emergency

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

#### 4.1.4.1 Protection of Human Life

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

#### 4.1.4.2 Protection of Vital Facilities

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

#### 4.1.4.3 Minimizing Disruption

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

#### 4.1.4.4 Minimizing Environmental Damage

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

### 4.2 Initial Actions in an Emergency

#### 4.2.1 Raise the Alarm

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

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

#### 4.2.2 Inform Terminal Operator

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

#### 4.2.3 Inform Port Control Centers

Port	Report to	VHF CH
Ras Tanura	Ras Tanura Port Control Center	10/13/16
Jeddah	Saudi Aramco Port Control Center	11/16
Duba	Saudi Aramco Marine	11/16
Jazan	Saudi Aramco Marine	9/11/16



- A. Call and inform “Port Control Centers” on the following:
- B. Give a short message stating:
  - Name of ship.
  - Type of emergency.
  - Location of ship.
  - Location of emergency on the ship.
  - Whether any casualties have occurred or are likely to occur.
- C. State what immediate assistance is required, indicating any loss of ship borne disaster-fighting capability.

#### **4.2.4 In Case of Fire or Explosion**

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

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

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

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

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

#### **4.2.5 Frequent Progress Reports**

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

### **4.3 Emergency on a Ship at a Berth**

#### **4.3.1 Emergency Shutdown of Cargo**

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

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

#### **4.3.2 Vessels on Fire**

##### **4.3.2.1 Prepare to Move from Berth**

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

##### **4.3.2.2 Removal from Berth**

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

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

##### **4.3.2.3 Ships Shall Not be Moved without Authority**

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

##### **4.3.2.4 Beaching the Vessel**

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

##### **4.3.2.4.1 Resuming Operations**

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

#### **4.4 Emergency on a Ship Not at a Berth**

##### **4.4.1 Master Shall Raise the Alarm**

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

#### **4.4.2 Utilization of Ship's Agent**

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

#### **4.4.3 Coordinate Services Until Arrival of Chief Harbor Pilot**

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

#### **4.4.4 Beaching a Vessel**

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

### **4.5 Distressed Ship Approaching Port**

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

#### **4.5.1 Contacting the Port**

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

#### **4.5.2 Conditions Governing Port Entry**

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

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

#### **4.5.3 Anti-Pollution Measures**

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

## **4.6 Costs and Letters of Undertaking**

### **4.6.1 Damage to Property and Exceptional Marine Assistance**

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

### **4.6.2 Delay at Berth Charges**

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

### **4.6.3 Security for Costs**

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

## **4.7 Removal of Wrecks and Obstructions**

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

## 5. Pollution Policy and Actions

### 5.1 General Policy

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

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

### 5.2 General Rules

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

### 5.3 Mechanical Monitoring of Ballast Discharge

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

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

## 5.4 Visual Monitoring of Ballast Discharge

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

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

## 5.5. Ballast Water Management

All ships must comply with Ballast Water Management Convention adopted in 2004. Ships are required to possess Ballast Water Management Plan and should comply with ballast water exchange and treatment regulations. Ships shall provide ballast water indicative sampling reports as required through their appointed Shipping Agent.

## 5.6 Reporting Oil Spills

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

## 5.7 Investigations

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

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

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

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

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

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

## 5.8 Cleanup Methods

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

## 5.9 Cleanup Costs and Letters of Undertaking

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

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

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

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

## 5.10 Air Pollution Prevention

### 5.10.1 Volatile Organic Compounds

Every tanker shall have a Volatile Organic Compound Certificate, based on a management plan that addresses all related actions and procedures, to ensure H<sub>2</sub>S content in ship's cargo tanks is always maintained within acceptable limits as per ISGOTT guidelines.

Tankers arriving at any of Saudi Aramco terminals, having previously carried a high H<sub>2</sub>S content cargo, are required to purge the cargo tanks designated for loading prior



to arrival. All Tankers shall confirm, via "Standard Message Arrival Telex," that the H<sub>2</sub>S content of cargo tanks designated for loading is 10ppm or less.

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

Tankers arriving with the atmosphere of cargo tanks designated for loading containing of more than 10ppm H<sub>2</sub>S will not be berthed. Furthermore, during cargo operations, if vented tank gases cause a nuisance to the surrounding area, the vessel may suffer delays, reduction in the loading rate and the ship could be removed from the berth to correct the tanks atmosphere condition.

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

#### **5.10.2 Bunker Fuel Oil - Sulphur Limit**

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

## 6. Radio Communications and Message

### 6.1 General

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

Organization	Port / Terminal	Port / Terminals
OSPAS Terminal Planner	<a href="mailto:termplan@aramco.com">termplan@aramco.com</a>	All
RT Shipping	<a href="mailto:rtshippingaccountinggroup@aramco.com">rtshippingaccountinggroup@aramco.com</a>	Ras Tanura
Jeddah Shipping	<a href="mailto:rtshippingaccountinggroup@aramco.com">rtshippingaccountinggroup@aramco.com</a>	Jeddah
Yanbu’ Shipping	<a href="mailto:oadessadyanbushipping@aramco.com">oadessadyanbushipping@aramco.com</a>	Yanbu’

### 6.2 Western Region Contact Address

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

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

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

### 6.3 Notifications of Arrival

#### 6.3.1 Initial Notification

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

### 6.3.2 Subsequent Update to Estimated Arrival Time

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

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

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

## 6.4 Standard Message

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

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

[G-RT-SA-Ports@aramco.com](mailto:G-RT-SA-Ports@aramco.com)

## 6.5 Format of Any Message other than Standard Message

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

Format of Any Message other than Standard Message

ZCZC

1. /SUBJECT OF THE MESSAGE TO SAUDI ARAMCO

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

2. /NAME OF VESSEL

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

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



☐ STANDARD TELEX    ☐ ETA MESSAGE    ☐ NOTIFICATION    ☐ REVISED CARGO

ETA MESSAGE

1. Port:

2. Subject:     3. Agent:

4. Estimated Time of Arrival:

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

5. Message Date and Time:

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

TELEX DETAILS

6. Ship Name:     7. IMO Number:

8. Ship Flag:     9. Owner's eMail:

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

12. Cargo Loading / Discharge Destination:

13. Operation: ☐ Loading    ☐ Discharging

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

15. Arrival Displacement (tons):

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

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

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

CARGO DETAILS:

Cargo	QTY (bbl)	Loading rate (bbl/hr)	Load order	Blended Ashore	Destination
<input type="text"/>	0		0	<input type="text"/>	
<input type="text"/>	0		0	<input type="text"/>	
<input type="text"/>	0		0	<input type="text"/>	
<input type="text"/>	0		0	<input type="text"/>	
<input type="text"/>	0		0	<input type="text"/>	
<input type="text"/>	0		0	<input type="text"/>	

20. Content of Previous Cargo:

## TELEX DETAILS Cont.

21. a. Parallel Body Length Forward In Ballast Condition (meters):*	<input type="text" value="00000"/>
b. Parallel Body Length Aft In Ballast Condition (meters):*	<input type="text" value="00000"/>
22. Is vessel in compliance with the requirement of the ISM code relevant to crude cargo tanks inerted below 8% oxygen?*	<input type="text"/>
23. Is there any Epidemic disease or Illness on board?*	<input type="text"/>
24. Are all crew international certificates of Immunization Valid?*	<input type="text"/>
25. a. Does vessel have valid IMO certificate of Fitness?*	<input type="text"/>
b. Does vessel have a civil liability certificate?*	<input type="text"/>
c. Last Dry Dock Date: <input type="text"/>	d. P&I club name or P&I insurer: <input type="text"/>
<small>Ignore Dry Dock Date field, if the ship is not dry docked (New Ship).</small>	
e. If not entered in P&I club, state limits of all applicable insurance liability (USD):	<input type="text"/>
26. State any special conditions or difficulties or defective equipment or gear which could present special hazards or difficulties when mooring or unmooring or during cargo operations:	<input type="text"/>
27. a. Are LPG tanks sufficiently cooled for normal loading?	<input type="text"/>
b. Are cargo tanks Inerted? <input type="text"/>	c. Are cargo tanks gas free? <input type="text"/>
d. Are cargo tanks have positive pressure?	<input type="text"/>
e. State H2S content in the cargo tanks (parts/million):	<input type="text" value="0"/>
f. Coolant Required?	<input type="text"/>
g. Time required for cooling tanks (hours):	<input type="text"/>
28. a. Can multiple cargo grades be loaded simultaneously?	<input type="text"/>
b. List available cargo manifold connections in sizes (inches):	<input type="text"/>
29. a. Quantity of part cargo to be commingled with nominated cargo (barrels):	<input type="text" value="0"/>
b. Part cargo type:	<input type="text"/>
c. Quantity of residues or slops to be commingled with nominated cargo:	<input type="text"/>

TELEX DETAILS Cont.

30. Is bunker required?

☐ Yes ☐ No

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

32. ISPS Expiry Date: \* 2025-04-14

33. The current ISPS code Security Level: \*

( 1. Low 2. Medium 3. High )

34. Is Early Departure Procedure for Cargo Documentation required?

X19xU

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

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

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

X19xU

Clear

Submit

X19xU

xU

## 7. Documentary Procedure

### 7.1 General

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

### 7.2 Notice of Readiness

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

#### 7.2.1 Tendering

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

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

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

#### 7.2.2 Tendering Time

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

#### 7.2.3 Acceptance Time

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

### 7.3 Loading Documents

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

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

#### 7.3.1 Cargo Bunker Request and Loading Plan.

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

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

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

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

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

### **7.3.3 Ships Ullages After Loading (Form 5092)**

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

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

## **7.4 Early Departure Procedure**

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



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

## 7.5 Departure Documents

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

### 7.5.1 Port Clearance (Sailing Report)

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

### 7.5.2 Permit of Departure

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

### 7.5.3 Bill of Lading

#### 7.5.3.1 Early Departure Procedure

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

#### 7.5.3.2 Early Departure Procedure Not Accepted

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

## 8. Pilotage Regulations

### 8.1 Compulsory Pilotage

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

### 8.2 Disembarkation of Pilots

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

### 8.3 Accommodating Harbor Pilots

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

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

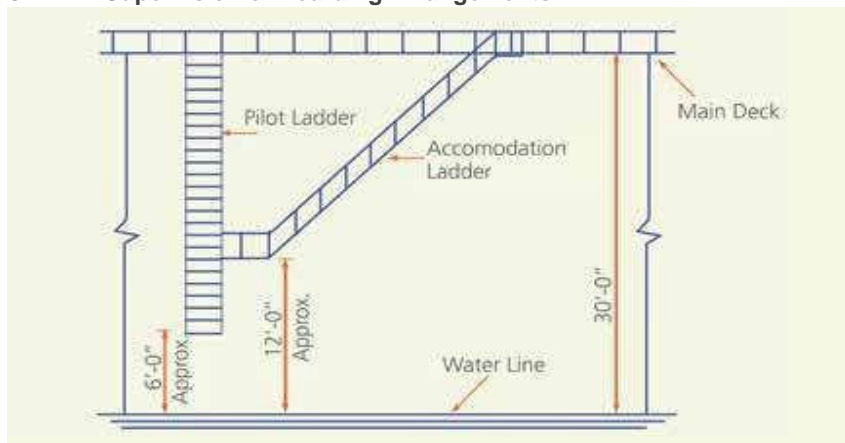
## 8.4 Pilot Boarding Arrangements

### 8.4.1 Compliance

All arrangements used for Harbor Pilot transfer shall efficiently fulfil their purpose of enabling pilots to embark and disembark safely on either side of the ship. The appliances shall be kept clean, maintained, stowed properly and be regularly inspected to ensure they observe current SOLAS requirements and are safe to use.

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

### 8.4.2 Supervision of Boarding Arrangements



The rigging of pilot ladders and the embarkation and disembarkation of Harbor Pilots must be supervised by a responsible deck officer of the vessel.

### 8.4.3 Ship's Propeller

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

### 8.4.4 Small Vessels

In any small vessel in which the bulwark rails are below the level of the deck of the pilot boat (approximately 7ft or 2m) a safe boarding position on each side of the forward end of the poop shall be provided and equipped with manropes.

### 8.4.5 Improper Arrangements

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

## 8.5 Vessel Condition and Fitness for Purpose

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

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

### **8.5.1 Notification of Deficiencies**

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

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

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

## **8.6 Conditions of Pilotage Service**

The services of the Harbor Pilots are provided upon the express understanding that while participating in directing the navigation or movement of the vessel and/or its assisting tugs from on board the vessel or elsewhere, the Harbor Pilot becomes the agent and servant of the Vessel Owner and the Master for all purposes and in every respect.

## **8.7 Charges for Pilotage Service**

Saudi Aramco Harbor Pilotage services are described in Annex 2 Marine Terminal Fees.

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

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

### **8.7.1 Vessels Denied Berthing**

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

### **8.7.2 Vessels Removed from Berth**

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

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

## 9. Tugs and Harbor Craft

### 9.1 Tugs are for Pilots Use Only

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

### 9.2 Harbor Tugs

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

#### 9.2.1 Method of Use

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

### 9.3 Pilot Boats

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

### 9.4 Line and Hose Handling Boats at SPM Terminals

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

## 10. Mooring Rules for Jetty Berths

### 10.1 Preamble

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

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

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

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

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

## 10.2 General

### 10.2.1 Mooring Lines - Mooring operations Ship/ Berth

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

Each group of lines should be similar in length and construction.

Lines should not cross each other however on a shared berth, lines may need to cross another ship's lines, or both ships may need to be secured to the same bollard.

If two ships use the same bollard, best practice is for the second ship's mooring line eyes to be dipped through the first ship's line eyes, if possible, so that either ship can then let go at any time without needing the other ship to slack down its lines.

As far as possible, ship crew are requested to use the following best practice guidelines when monitoring mooring operations in order to minimize berth mooring difficulties for terminal staff and mooring line operators, and for the safety of shore personnel:

- At all times a responsible ship crew member will be positioned to monitor and control all ship mooring operations and ensure overside operations are unobstructed including monitoring all lines for a risk of snagging to make sure they do not get caught on any berth or SPM structure or fittings. Particularly on a berth at low tide.
- Discourage ship crew from stepping or sitting on bitts or hooks during mooring and unmooring operations.
- When throwing heaving lines to the berth, ship crew should warn personnel on the berth to stand clear before throwing the line. If possible, throw the heaving line to a clear unobstructed area where shore mooring team can reach it easily.
- Ship crew must make sure that there are no added weights in the heaving line monkey's fist.
- Ship crew must beware of heaving lines being thrown back to the ship from ashore, especially if the ship is low in the water.
- When ship crew receive messenger lines from the shore, check they are long enough and visually check the area overside is clear of obstructions before heaving on them.
- When passing mooring lines to shore, check there is enough slack for easy handling. Too much slack can make the handling difficult, especially when passing wires, or it can increase the load on shore winching equipment beyond safe operating capacity.
- Monitor shore personnel movements and where shore personnel are working nearby warn them especially during heaving or slacking of mooring lines. This applies to ship tie-up, let-go and during any tending of mooring lines and for the duration of the vessel's stay at the berth.
- Monitor ship crew movements and warn them of any dangers including snapback areas, slip or trip hazards especially during heaving or slacking of mooring lines.

- When lines are carried ashore by a mooring boat, make sure that they are paid out with control. Too little slack, or a sudden stop in paying out, can put the boat crew at risk of:
  - i. Injury by line contact
  - ii. Knocking a mooring boat crewmember into the water.
  - iii. Cause the mooring boat to tip over.
- Warn shore personnel if it looks like they are standing in a bight of mooring or associated lines.
- Warn shore personnel if they are too close to the berth edge, or too close to a line when it is being worked.
- Warn shore personnel if they or their hands are seen in hazardous positions when handling lines or putting them on bitts, hooks, capstans or winches.
- Ship crew must not heave on any line including mooring lines until the shore mooring team clearly tells them to do so and that all shore personnel and crewmembers are aware.
- When letting go any line including mooring lines make sure there is enough slack before agreeing with shore personnel to let it go.

### **10.2.2 Condition of Equipment**

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

### **10.2.3 Reporting Defects and Deficiencies**

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

### **10.2.4 Additional Moorings**

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

## **10.3 Mixed Moorings**

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

## **10.4 Mooring Winches**

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

When the tanker is secured, the use of any mooring winch in an Automatic Self-tensioning mode is strictly prohibited. Any synthetic mooring line used that is not

mounted on an independent mooring winch, may be turned up on a mooring winch drum-end and backed up on a set of mooring bitts if practicable. The mooring winch brake must be set whenever the winch is left unattended.

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

### 10.5 High Elasticity Mooring Lines

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

### 10.6 Rope Tails

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

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

### 10.7 Mooring Arrangements

#### 10.7.1 Mooring Plan

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

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

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



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

#### 10.7.2 Wire Moorings

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

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

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

#### 10.7.3 Recommended Construction of Wire Moorings

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

### 10.8 Tending the Moorings

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

### 10.9 Anchors

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

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

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

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

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

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

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

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

## 11. Cargo & Ballast Handling

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

### 11.1 Cargo Operations

#### 11.1.1 Responsibilities & Procedures

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

#### 11.1.2 Loading Rates

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

The loading rate should be calculated according to ISGOTT guidance. If loading of crude or products is too slow, Saudi Aramco will so advise the vessel. Should such a

vessel make a demurrage claim against Saudi Aramco, the slow loading rate will be considered in determining if a retroactive addition to allowable lay time is appropriate.

### **11.1.3 Liquefied Petroleum Gas Tankers**

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

#### **11.1.4 Cargo Transfer**

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

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

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

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

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

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

#### **11.1.5 Commencing Cargo Transfer**

##### **Tanker Unloading / Discharging**

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

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

##### **Tanker Loading**

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

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

### 11.1.6 Initial Pumping Rate & Checks

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

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

### 11.1.7 Increasing to Maximum Rate

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

### 11.1.8 Periodic Inspections

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

### 11.1.9 Notice of Completion

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

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

### 11.1.10 Completion of Cargo Transfer

#### Tanker Unloading / Discharging

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

#### Tanker Loading

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

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

Upon completion of cargo transfer, it is essential that the tanker valve(s) remain open until oil flow has ceased completely. The Loading Master must wait for confirmation

from the shore facility that the pumps are off before directing that the tanker manifold and hose end valves should be closed.

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

#### **11.1.11 Rough Weather**

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

### **11.2 Ballast Operations, Draft & Trim**

#### **11.2.1 Draft & Trim**

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

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

#### **11.2.2 Commencing Deballasting**

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

#### **11.2.3 Poor Deballasting Performance**

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

### **11.3 Cargo Calculations and Release**

#### **11.3.1 Units of Measurement**

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

### 11.3.2 Volume Correction Factors

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

### 11.3.3 Cargo Release

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

## 12. Berthing/Unberthing Policy

### 12.1 Factors.

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

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

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

### 12.2 Double Berthing

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

### 12.3 Moorings

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

### 12.4 Vacating the Berth

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