

# Forms and Documents (Description and Display)

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## 1 Forms & Documents (Description)

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

### 1.1 Instructions to Masters and Conditions of Use of Port

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

### 1.2 Marine Terminal Assistance Fees

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

### 1.3 Master - Pilot Information Sheet

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

### 1.4 Pilot – Shore Information Card / Pilot Notes

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

### 1.5 Berthing / Unberthing Information

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

### 1.6 Pilots Advice to Master (Mooring Arrangement Plan)

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

### 1.7 Safety Letter

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

## **1.8 Warning against Restricting the Shore Flow Rate**

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

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

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

## **1.10 Prohibition Notice - Emissions**

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

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

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

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

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

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

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

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

## **1.15 Warning against Ship Coming Close to the SBM**

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

## **1.16 Advice to Masters Concerning Pollution**

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

## **1.17 Advice to Masters Concerning Pollution (H2S)**

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

### 1.18 Ship / Shore Safety Check List

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

### 1.19 Smoking Notices

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

### 1.20 Emergency Shut Down

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

### 1.21 SPM Rep & Pilot Assistant Crane Checklist

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

### 1.22 SPM Rep & Pilot Assistant Deck and Manifold Checklist

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

### 1.23 Cargo/Bunker Loading Request and Discharging Plan

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

### 1.24 Amendments to Loading / Discharging Agreement

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

### 1.25 Ships Ullages - Instruction Sheet

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

### 1.26 Ships Ullages - Data Sheet

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

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

### **1.27 Bunker Delivery Note**

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

### **1.28 Ship/Shore Difference Investigation Checklist**

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

### **1.29 Maximum Sailing Draft – VLCC – Ras Tanura**

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

### **1.30 Protest Letter**

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

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

### **1.31 Pollution Notice**

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

### **1.32 Port Clearance Statement**

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

### **1.33 Hose Configuration and Tide Indication**

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

### 1.34 SPM Position Monitoring

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

### 1.35 SPM Status Log

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

### 1.36 SPM Basket Equipment Deficiency Report

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

### 1.37 General and Cargo Log

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

### 1.38 Bunker Loading Log

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

### 1.39 SPM Mooring Diagram

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

### 1.40 Ships Deck plan for Helicopter Usage

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

### 1.41 Tanker Static Data Card

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

### 1.42 Utilities and Oil Movement

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

## 2 Annex I (Documents, Diagrams and Charts)

### 2.1 Section 1

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

Section 1 | Form 1

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



### INSTRUCTIONS TO MASTERS AND CONDITIONS OF USE OF PORT

Port/Terminal \_\_\_\_\_ Pilot on board Date \_\_\_\_\_ / Time \_\_\_\_\_ (Local)

To: the Master/MV \_\_\_\_\_

#### BERTH INFORMATION

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

#### INSTRUCTIONS TO MASTERS

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

#### CONDITIONS OF USE OF PORT

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

#### MASTER'S ACKNOWLEDGMENT

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

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

Signed: \_\_\_\_\_  
(Master)

Date/Time: \_\_\_\_\_

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

## Section 1 | Form 2

Saudi Aramco  
Eastern Region Terminals Operations Department  
Pilotage Operations Division



## Marine Terminal Assistance Fees Acknowledgement

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

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

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

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

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

SIGNED: \_\_\_\_\_ (MASTER)

SIGNED: \_\_\_\_\_ (Harbor Pilot)

MT: \_\_\_\_\_

HP Name: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

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

Section 1 | Form 3

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



**Jeddah Marine Terminal Assistance Fees Acknowledgement**

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

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

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

\* Fees cover normal operations. If there are any delays or interruptions, different charges may apply.  
\*\* For vessels of 25,000 Summer Deadweight and below, the fees set out in Western Region Terminals Department Form 46 apply.  
\*\*\* Fees listed are exclusive of Value Added Tax (VAT).

SIGNED: \_\_\_\_\_ (MASTER)  
MT: \_\_\_\_\_  
DATE / TIME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Harbor Pilot)  
HP Name: \_\_\_\_\_  
DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

Section 1



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

Section 1 | Form 4

**Saudi Aramco**  
Western Region Distribution Department



### Marine Terminal Assistance Fees Acknowledgement

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

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

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

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

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

Section 1

SIGNED: \_\_\_\_\_ (MASTER)

SIGNED: \_\_\_\_\_ (Harbor Pilot)

Master Name: \_\_\_\_\_

HP Name: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

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

### Section 1 | Form 5



KINGDOM OF SAUDI ARABIA  
**Saudi Arabian Oil Company**  
 (Saudi Aramco)  
**MASTER - PILOT INFORMATION SHEET**

TERMINAL :	BERTH :	DATE :
VESSEL NAME:	MDWT :	

**VESSEL'S CONDITION (USE METRIC UNITS):**

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

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

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

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

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

**Ballast Discharge / Oil Discharge Monitoring Equipment:**

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

\*Strike out which does not apply.

**GENERAL SAFETY:**

Primary venting system to be used : _____	
Jointly agreed smoking rooms:	
1. _____	2. _____
Are all crane "Classification Society" certificates valid ?	YES / NO
Is the crane operator certified competent & experienced with the ship's equipment?	YES / NO
Is the designated signalman suitably trained & qualified?	YES / NO

**PILOTS ADVICE TO MASTER :**

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

**MASTER ADVICE TO PILOT:**

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

\_\_\_\_\_  
 (Pilot's Name & Signature)

\_\_\_\_\_  
 (Master's Name & Signature)

CC : WHITE : MASTER COPY : PILOT

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

Section 1 | Form 6



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

## PILOT-SHORE INFORMATION CARD

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

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

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

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

NOR TENDERED: \_\_\_\_\_ NOR RECEIVED: \_\_\_\_\_  
 SHIP CLEARED: YES ☐ NO ☐ SPECIAL PERMISSION FROM CUSTOM ☐  
 REMARKS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Pilot's Name &amp; Signature)

Section 1

## HARBOR PILOT NOTES

[illegible]

## 2.1.7 Section 1 | Form 7 - Berthing and Unberthing information

Section 1 | Form 7

**BERTHING INFORMATION**

Pilot On Board : \_\_\_\_\_ Arrival DR F : \_\_\_\_\_

Date: \_\_\_\_\_

A : \_\_\_\_\_

Time: \_\_\_\_\_

Tugs Name :

1 \_\_\_\_\_

3 \_\_\_\_\_

2 \_\_\_\_\_

4 \_\_\_\_\_

Tugs A/S : \_\_\_\_\_

Tugs Sec : \_\_\_\_\_

Comm. Mooring : \_\_\_\_\_

V/L Secured : \_\_\_\_\_

Deflection: Forward: \_\_\_\_\_ AFT : \_\_\_\_\_

(Master's Name &amp; Signature)

(Pilot's Name &amp; Signature)

**UN-BERTHING INFORMATION**

Pilot On Board

Departure DR F : \_\_\_\_\_

Date: \_\_\_\_\_

A : \_\_\_\_\_

Time: \_\_\_\_\_

Comp. Cargo / Loading / Discharging : \_\_\_\_\_

Cargo released Time: \_\_\_\_\_

Last Equipment Off : \_\_\_\_\_

Tugs Name :

1 \_\_\_\_\_

3 \_\_\_\_\_

2 \_\_\_\_\_

4 \_\_\_\_\_

Tugs A/S : \_\_\_\_\_ Tugs Sec : \_\_\_\_\_

Comm. Un-Mooring : \_\_\_\_\_

Last Line In : \_\_\_\_\_

Clear Berth : \_\_\_\_\_

Pilot Disembarked : \_\_\_\_\_

Original: Saudi Aramco

Copy: As required

(Pilot's Name &amp; Signature)

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

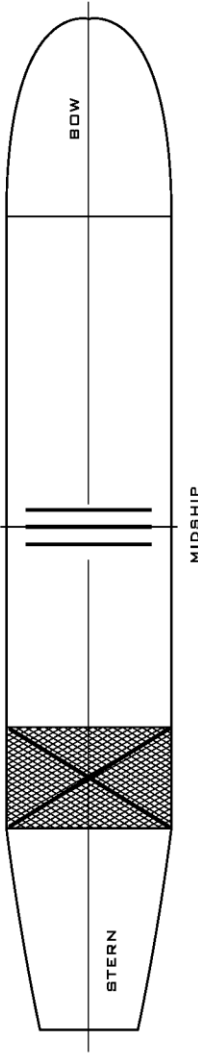
Tug usage and Mooring arrangement plans

Section 1 | Form 8

SAUDI ARABIAN OIL COMPANY  
(SAUDI ARAMCO)

PILOTS ADVICE TO MASTER

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



Signature (Pilot) \_\_\_\_\_

Date: \_\_\_\_\_

Port / Terminal: \_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

Section 1

## 2.1.9 Section 1 | Form 9 - Safety Letter

Section 1 | Form 9



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

Terminal \_\_\_\_\_

Date \_\_\_\_\_

The Master MV \_\_\_\_\_

Port \_\_\_\_\_

Dear Sir,

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

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

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

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

There can be no compromise with safety.

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

Signed \_\_\_\_\_

Harbor Pilot

Signed \_\_\_\_\_

Master

MV \_\_\_\_\_

Date/Time \_\_\_\_\_

ORIGINAL: MASTER  
 COPY: SAUDI ARAMCO

Section 1

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

Section 1 | Form 10

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



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

#### THE DANGERS

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

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

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

#### RECOMMENDATIONS & REQUIREMENTS

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

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

#### PENALTIES

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

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

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

SIGNED: \_\_\_\_\_ (MASTER)      SIGNED: \_\_\_\_\_ (HARBOR PILOT)

MT: \_\_\_\_\_      HP NAME: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_      DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO



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



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

**FOR FURTHER DETAILS REFER TO SAUDI ARAMCO FORMS :**

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

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

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

Section 1

2.1.12 Section 1 | Form 12 - Prohibition Notice – Emissions



**PROHIBITION NOTICE**

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

**STRICTLY PROHIBITED**



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

LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

## 2.2 Section 2

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

Section 2 | Form 13



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

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

##### **THE DANGERS :**

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

##### **INSTRUCTION TO MASTERS :**

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

##### **PENALTIES**

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

SIGNED: \_\_\_\_\_ (MASTER)      SIGNED: \_\_\_\_\_ (HARBOR PILOT)

MT: \_\_\_\_\_      HP NAME: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_      DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

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

Section 2 | Form 14



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

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

#### **THE DANGERS :**

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

#### **INSTRUCTION TO MASTERS :**

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

#### **RECOMMENDATIONS :**

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

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

#### **PENALTIES**

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

SIGNED: \_\_\_\_\_ (MASTER)      SIGNED: \_\_\_\_\_ (HARBOR PILOT)

MT: \_\_\_\_\_      HP NAME: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_      DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

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

Section 2 | Form 15



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

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

##### **THE DANGERS:**

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

##### **INSTRUCTION TO MASTERS:**

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

##### **REQUIREMENTS:**

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

##### **PENALTIES**

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

SIGNED: \_\_\_\_\_ (MASTER)      SIGNED: \_\_\_\_\_ (HARBOR PILOT)

MT: \_\_\_\_\_      HP NAME: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_      DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

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

Section 2 | Form 16



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

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

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

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

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

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

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

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

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

Mooring lines or tails in use forward or aft as spring lines, breast lines or head/stern lines should be of similar construction and rigging to ensure as far as possible equal load distribution.

Any mixed grouping of unlike wire or fiber ropes or tails shall be avoided as far as possible.

Section 2

SIGNED: \_\_\_\_\_ (MASTER)      SIGNED: \_\_\_\_\_ (HARBOR PILOT)

MT: \_\_\_\_\_      HP NAME: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_      DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

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

Section 2 | Form 17



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

### **WARNING AGAINST SHIP COMING CLOSE TO THE SPM**

#### **THE DANGERS:**

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

#### **REQUIREMENTS:**

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

#### **PENALTIES:**

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

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

SIGNED: \_\_\_\_\_ (MASTER)      SIGNED: \_\_\_\_\_ (HARBOR PILOT)

MT: \_\_\_\_\_      HP NAME: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_      DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
 COPY: SAUDI ARAMCO

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

Section 2 | Form 18



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

**ADVICE TO MASTERS CONCERNING POLLUTION**

Master of /MV \_\_\_\_\_

TERMINAL: \_\_\_\_\_ BERTH: \_\_\_\_\_ DATE: \_\_\_\_\_

**1. DEBALLASTING PLAN AND SPILL PRECAUTIONS:**

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

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

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

**2. IN THE EVENT OF A POLLUTION INCIDENT :**

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

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

**3. INVESTIGATION**

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

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



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

## Section 2 | Form 18

**ADVICE TO MASTERS CONCERNING POLLUTION**

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

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

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

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

**4. CLEAN-UP COSTS AND LETTER OF GUARANTEE**

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

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

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

**PILOT SIGNATURE** \_\_\_\_\_  
(per pro Saudi Aramco Port Captain)

2.2.8 Section 2 | Form 19 - Advice to Masters concerning pollution (H<sub>2</sub>S)

Section 2 | Form 19



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

### ADVICE TO MASTER CONCERNING POLLUTION (H<sub>2</sub>S)

#### The Dangers:

H<sub>2</sub>S is highly dangerous even at low concentrations, quickly deadening the sense of smell; it can overcome a person in a short space of time, particularly when there is no wind. You and your crew are advised to be vigilant and take the necessary precautions, as advised in the International Safety Guide for Oil Tankers and Terminals (ISGOTT).

#### Instruction to Masters:

Tankers arriving at the Terminal having previously carried a high H<sub>2</sub>S content cargo are required to purge Saudi Aramco nominated cargo tanks prior to arrival. Such Tankers shall confirm, via "Standard Message-Arrival Telex, that the cargo tank atmosphere contains H<sub>2</sub>S levels below 10 ppm.

#### Recommendations:

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

#### Penalties:

Tankers arriving with Saudi Aramco nominated cargo tanks atmosphere of more than 10 ppm will not be berthed. During cargo operations, if vented tank gases cause a nuisance to the surrounding area (H<sub>2</sub>S content), your vessel may suffer delays when loading rates are reduced or loading is stopped.

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

SIGNED: \_\_\_\_\_ (MASTER)      SIGNED: \_\_\_\_\_ (HARBOR PILOT)

MT: \_\_\_\_\_      HP NAME: \_\_\_\_\_

DATE / TIME: \_\_\_\_\_      DATE / TIME: \_\_\_\_\_

ORIGINAL: MASTER  
 COPY: SAUDI ARAMCO

## 2.3 Section 3

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

#### Section 3 | Form 20

#### The Ship/Shore Safety Check-List

##### Guidelines for Use

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

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

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

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

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

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

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

## Section 3 | Form 20

## The Ship/Shore Safety Check-List

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

**Composition of the Check-List**

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

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

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

**Coding of Items**

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

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

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

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

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

## Section 3 | Form 20

## The Ship/Shore Safety Check-List

Ship's Name \_\_\_\_\_

Berth \_\_\_\_\_ Port \_\_\_\_\_

Date of Arrival \_\_\_\_\_ Time of Arrival \_\_\_\_\_

## Part 'A' – Bulk Liquid General – Physical Checks

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

## Section 3 | Form 20

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

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

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

## Part 'B' – Bulk Liquid General – Verbal Verification

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

## Section 3 | Form 20

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

## Section 3 | Form 20

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

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

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



## Section 3 | Form 20

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

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

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

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

\* Delete Yes or No as appropriate

## Part 'C' – Bulk Liquid Chemicals – Verbal Verification

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

Section 3 | Form 20

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

Part 'D' - Bulk Liquefied Gases - Verbal Verification

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

## Section 3 | Form 20

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

Tank No 1     Tank No 5     Tank No 8   
 Tank No 2     Tank No 6     Tank No 9   
 Tank No 3     Tank No 7     Tank No 10   
 Tank No 4

Declaration

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

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

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

Maximum Allowable Sailing Draft For Berth # \_\_\_\_\_ Is \_\_\_\_\_ M.

TIMES OF RE-CHECKS:

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

2.3.2    Section 3 | Form 21 - Smoking Notice



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saudi aramco

يسمح بالتدخين هنا



Smoking  
Permitted Here

Location\_\_\_\_\_ Date\_\_\_\_\_

Section 3

Section 3 | Form 21

## 2.3.3 Section 3 | Form 22 - Emergency Shut Down

Section 3 | Form 22



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

**EMERGENCY SHUT DOWN**

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

**CONDITIONS REQUIRING A SHUTDOWN**

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

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

**EMERGENCY SIGNAL**

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

**CALLING FOR AN EMERGENCY SHUTDOWN**

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

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

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

Control room VHF set to channel .....

**CLOSING SHIP VALVES**

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

vessels

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

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

Section 3 | Form 23



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

**CRANE CHECKLIST FOR BERTH OR SPM**  
**HARBOR PILOT / HP ASSISTANT / SPM REP**

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

Checklist item	HP/PA/SPM Rep	Ship officer
1 Has all equipment been thoroughly checked and ready for use?		
• Are fluid levels in crane header tanks at normal operational level?		
• Are all moving parts greased and lubricated?		
• Is the hydraulic system free of any oil leaks?		
• Is the crane hook safety pawl operating correctly?		
• Are the wire runners in good condition with no broken strands or distorted sections?		
• Are crane body and boom in good condition, with no missing or corroded bolts, pins, keepers or cotter pins?		
2 Is all crane equipment within the safe work load for the operation?		
3 Are all relevant crane equipment SWL limits clearly and permanently marked?		
4. Are all associated equipment, strops, slings, shackles etc., within the safe working load for the operation?		
5. Are all involved personnel equipped with suitable PPE?		
6 Are all involved personnel thoroughly familiar with safety procedures and requirements for the lifting operation?		
7 Has the Bridge and Engine Room been informed of the testing operation?		
8 Is the vessel movement (i.e., rolling, etc.) within appropriate limits for the testing operation?		
9 Has the operational test and all checks been conducted and found satisfactory?		
10 Has a declaration been made in HP Logbook and the ship's logbook?		
Master's confirmation (in case of single centerline crane)		
11 Spare set for hydraulic hoses		
12 Spare crane wire is on board. The wire is suitable, maintained and certified.		

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

**REMINDERS FOR LIFTING OPERATIONS**

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

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

Section 3 | Form 24



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

**SPM Rep. Deck & Manifold Checklist**

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



## Section 3 | Form 24



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

## SPM Rep. Deck &amp; Manifold Checklist

No.		Yes	No	Log																
<b>Commence Loading:</b>																				
32	Upon commencement of loading and during the operation, Did you ensure having crewmember stationed continuously at the manifold																			
33	Is there any sign of leak																			
<b>Cargo Hose Disconnection:</b>																				
34	Have you obtained permission from Juaymah Control to fully close manifold valves																			
35	Did you use new gaskets to blank the hoses																			
36	Did you ensure each nut tightened & each bolt has minimum threads exposed																			
37	Did you request backfill from Juaymah Control																			
38	Confirm blanks are tight during backfilling (no leaks, etc.)																			
39	Did you record hose disconnect time and passed it to Juaymah Control			Log																
40	Are cargo hoses ready in all respects to be streamed																			
41	Are hose strings correctly streamed and free from entanglement or any other deficiencies																			
42	If entanglement could not be avoided, or deficiencies are sighted																			
	a) Did you inform duty Senior Pilot																			
	b) Did you inform maintenance boat																			
<b>Bunker Hose Disconnection:</b>																				
43	Has the bunker hose been drained for at least one hour prior disconnection																			
44	Is bunker hose disconnected from the vessel's manifold on completion of bunkering																			
45	If cargo loading operation still in progress, is bunker hose secured on deck																			
46	Did you log all event,																			
	a) Bunkering completed time			Log																
	b) Start disconnecting bunker hose			Log																
	c) Complete bunker hose disconnection			Log																
<b>Equipment Basket:</b>																				
47	Is Aramco equipment checked and stowed in a seaman-like manner																			
48	Is equipment deficiency form completed																			
49	Have you passed the equipment deficiency form to the mooring boat																			
<table border="1"> <thead> <tr> <th>HP/PA/SPM Rep</th> <th>Badge #</th> <th>Signature</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ship's officer</td> <td>Rank</td> <td>Signature</td> <td>Date</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					HP/PA/SPM Rep	Badge #	Signature	Date					Ship's officer	Rank	Signature	Date				
HP/PA/SPM Rep	Badge #	Signature	Date																	
Ship's officer	Rank	Signature	Date																	

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

Section 3 | Form 25

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



CARGO/BUNKER LOADING REQUEST AND DISCHARGING PLAN

VESSEL NAME:				TERMINAL:		
CARGO: LOADING / DISCHARGING				BERTH:		DATE:
CARGO NOMINATION / DISCHARGE				SHIP'S REQUEST		
Product	Barrels	Approximate API	TEMP	Product	bunker nom	ship's req.
					Barrels	Barrels
				A-900 fuel oil		
				diesel		
				NOTE: Bunkers must be stopped from advised the vessel unless otherwise.		
*Quantities plus or minus 10% unless otherwise advised						
Signature (For Saudi Aramco):			Signature (Chief Officer):		Signature (Chief Engineer)	
LOADING / DISCHARGING PLAN						
PREVIOUS CARGO:			Residue vessel has slops: <input type="checkbox"/> segregated <input type="checkbox"/> load on top <input type="checkbox"/> discharge ashore			
*PART CARGO A BOARD IF YES TYPE YES <input type="checkbox"/> NO <input type="checkbox"/>			Bbls in tanks: <input type="checkbox"/> load on top <input type="checkbox"/> discharge ashore			
Bbls:			LINES USED FOR PART CARGO:			
1-PRODUCT:			LINES:		load/disch rate	
2-PRODUCT:			LINES:		manifold pressure	
3-PRODUCT:			LINES:			
4-PRODUCT:			LINES:			
5-PRODUCT:			LINES:			
DE BALLASTING TIME:			VESSEL CAN LOAD & DEBALLAST CONCURRENTLY: YES <input type="checkbox"/> NO <input type="checkbox"/>			
			IF YES, STATE MAX. LP DURING DEB: BHP			
BUTTERFLY VALVE: YES <input type="checkbox"/> NO <input type="checkbox"/>			SAFETY LOCK FITTED YES <input type="checkbox"/> NO <input type="checkbox"/> VALVE CLOSING TIME:			
NO. OF TOPPING OFF TANKS:			LOADED DRAFT:		FORWARD: AFT:	
REMARKS:			TANK			
			1			
			2			
			3			
			4			
			5			
			6			
			7			
			8			
			9			
			10			
			11			
			12			
			13			
			14			

Original: Shipping Accounting  
Copy: Master

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

Section 3 | Form 26

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saudi aramcoKINGDOM OF SAUDI ARABIA  
**Saudi Arabian Oil Company**  
(Saudi Aramco)**AMENDMENTS TO LOADING / DISCHARGING PLAN**

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

\* Delete as required.

\*\* Tick as required.

Original : Master  
Copy : Saudi Aramco

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

## Section 3 | Form 27



Saudi Aramco 5092 (7/02)

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

**SHIP'S ULLAGES****Instructions:**

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

**Definitions:**

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

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

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

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

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

**DISTRIBUTION:**

Instruction — To be discarded    Original — RT Accounting Division    1st Copy — Operating Unit Foreman    2nd Copy — Offtaker Vessel





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

Section 3 | Form 30

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

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## SHIP-SHORE DIFFERENCE INVESTIGATION CHECKLIST

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

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

Equipment used for physical check: Saudi Aramco ( ) Vessel ( )	
If Sonic Tape, make: ..... If Digital Thermometer, Make: .....	
Serial No. ....	Calibration Certificate (Year / Mo) .....
Serial No. ....	Calibration Certificate (Year / Mo) .....
Water dips taken using: ( ) Paste, Make: ..... ( ) Sonic, Make: .....	
Ship's figure (gross Bbls @ temp.) before Investigation: ..... °F	
After: ..... °F Called planners or PCC/JPF.....	
Vessel Released: Yes ( ) No ( ) . Left vessel at:.....	
<b>REMARKS:</b>	
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
Checked by (Saudi Aramco Inspector/Badge No.):	Witness by (Vessel's Master/Chief officer):

**DISTRIBUTION: Original:** RT Accounting (White) **1<sup>st</sup> Copy:** Master (Yellow) **2<sup>nd</sup> Copy:** Ship's file (Blue)  
RT SHIPPING\_ACCOUNTING\_GROUP@aramco.com

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

Section 3 | Form 31



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

**MAXIMUM SAILING DRAFT - VLCC - RAS TANURA**

To Master / MV: \_\_\_\_\_

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

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

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

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

For Saudi Arabian Oil Company  
 (Saudi Aramco)

Master's Declaration

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

Forward	
Aft	
Maximum	

(All measurements in meters)

Master's signature \_\_\_\_\_

Harbor Pilot declaration

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

Harbor Pilot signature and ID No. \_\_\_\_\_

ORIGINAL: MASTER  
 COPY: SAUDI ARAMCO





2.3.14 Section 3 | Form 33 - Pollution Notice

Section 3 | Form 33

Saudi Aramco SA-5926 (7/02)



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

**POLLUTION NOTICE**

TERMINAL: \_\_\_\_\_ BERTH NO: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

Master M.V. \_\_\_\_\_

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

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

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

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

Please acknowledge receipt by signing this notice.

RECEIPT ACKNOWLEDGED:

FOR SAUDI ARABIAN OIL COMPANY  
(Saudi Aramco)

\_\_\_\_\_, Master

M.V. \_\_\_\_\_

Date: \_\_\_\_\_

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

2.3.15 Section 3 | Form 34 - Port Clearance Statement

Section 3 | Form 34



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

**PORT CLEARANCE ON DEPARTURE REQUIREMENT**

Master M.V. ....

Date: .....

Dear Sir:

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

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

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

**Master's Acknowledgement:**

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

Signed: .....

Date: .....

Time: .....

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

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

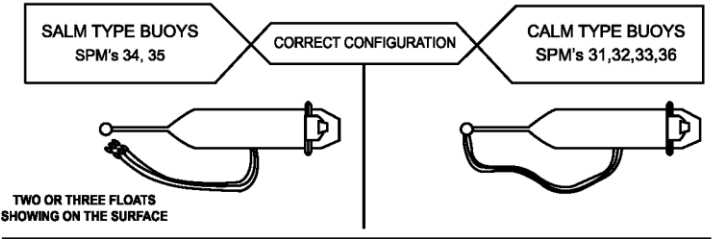
Section 3 | Form 35

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



**Hose Configuration and Tide Indication**

JIZAN / JUAYMAH SPM HOSE CONFIGURATIONS (AS APPLICABLE)



**TIDE INDICATION**

Date	Time	Height

Pilot Name & Signature: ..... DATE: .....

Master's acknowledgement: ..... DATE: .....

VESSEL'S NAME: .....

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

## 2.3.17 Section 3 | Form 36 - SPM Position Monitoring

Section 3 | Form 36



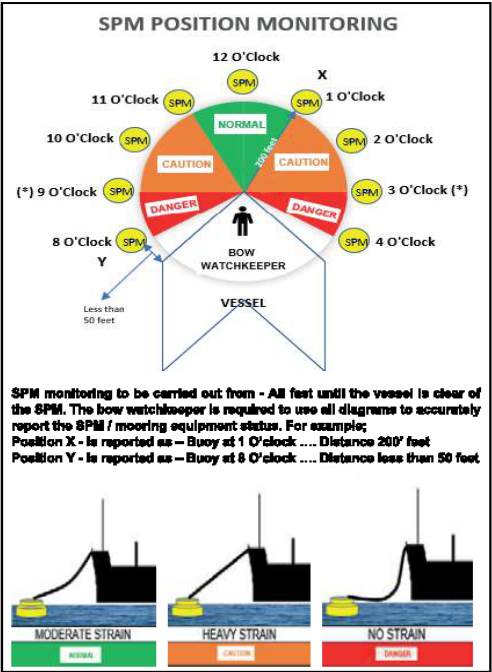
KINGDOM OF SAUDI ARABIA  
**Saudi Arabian Oil Company**  
(Saudi Aramco)

### SPM POSITION MONITORING

**SINGLE POINT MOORING (SPM)**



**TUG**



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

MT: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (MASTER)

DATE / TIME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (HARBOR PILOT)

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO



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

Section 3 | Form 38



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

**SPM BASKET EQUIPMENT DEFICIENCY REPORT**

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

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

**COMMENTS :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPM REPRESENTATIVE

Section 3







2.3.22 Section 3 | Form 41 - SPM Mooring Diagram

Section 3 | Form 41



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

MOORING DIAGRAM FOR

SPM TERMINAL

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

Ship's Name \_\_\_\_\_ Date: \_\_\_\_\_ SPM: \_\_\_\_\_

Pickup Rope Lead: Check - Chain stopper - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Harbor Pilot: \_\_\_\_\_ Badge No: \_\_\_\_\_  
\_\_\_\_\_

ORIGINAL: MASTER  
COPY: SAUDI ARAMCO

Section 3

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

Section 3 | Form 42



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

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

Ship's Name \_\_\_\_\_ Date of report \_\_\_\_\_  
 Lloyds No: \_\_\_\_\_ LOA \_\_\_\_\_ Beam \_\_\_\_\_  
 Can rail be lowered for landing? \_\_\_\_\_ Height of obstructions on centerline \_\_\_\_\_  
 Crew experience in Helicopter Usage, Comments \_\_\_\_\_

	Measurements of Port side landing / hoisting circle	Measurements of Stbd side landing / hoisting circle				
	[Empty box for Port side measurements]	[Empty box for Stbd side measurements]				
[Empty box for deck plan details]	<table border="1"> <tr> <th>Hull colors</th> </tr> <tr> <td>Top: _____</td> </tr> <tr> <td>Middle: _____</td> </tr> <tr> <td>Bottom: _____</td> </tr> </table>		Hull colors	Top: _____	Middle: _____	Bottom: _____
Hull colors						
Top: _____						
Middle: _____						
Bottom: _____						

Completed by \_\_\_\_\_

Section 3



### 2.3.25 Section 3 | Form 46 – Utilities and Oil Movement

Section 3 | Form 46



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

Date: / /20

No.: \_\_\_\_\_

I, Master/Representative of the Company/Vessel : \_\_\_\_\_ ☐ IN ☐ OUT  
Hired the tug(s)

From/To	SEA	E-ANCH	I/B-AN	Outer-H	INN-H
SEA	0	1.5	1.0	1.0	0.5
E-ANCH	1.5	1.5	1.5	1.5	1.5
I/B-AN	1.0	1.0	1.0	1.0	1.0
Outer-H	1.0	1.0	1.0	1.0	1.0
INN-H	0.5	0.5	0.5	0.5	0.5
Jizan	1.5		Duba	1.5	

# OF TUGS \_\_\_\_\_ Total Utilization \_\_\_\_\_

From/To Berth/Vessel: \_\_\_\_\_

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

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

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

☐ J2  
POLLUTION CLEAN-UP

☐ J2  
TRANSP OF EQUIPMENT

Harbor Pilot Signature \_\_\_\_\_

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

MASTER	The Transport at my Own will and Risk:	OWNER'S AGENT: _____	Master/Owner's Rep. (Ship's Stamp)
	(Owner's Rep./Surv.)	VESSEL'S DWT: _____	

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

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

Section 3

### 2.3.26 Section 3 | Pilots' Checklist

#### PILOTS' CHECK LIST

##### PRE-BOARDING:

ITEM #	Checked		REQUIREMENT	Log Book
	Yes	No		
1			Previous Safety Deficiency History available? A record of safety deficiency correction is available?	
2			Previous Violation History available?	
3			Arrival Telex information available?	
4			Vessel is confirmed accepted for the nominated berth?	
5			VTMU has advised boarding position and any other advice?	
6			Pilot Radio equipment is checked fully operational?	
7			Mooring boats available? Including sufficient operational equipment?	
8			Personal flotation device has been inspected prior to use and is free of defects ?	
9			Pilot H2S monitor has been checked and is fully operational ?	
10			Pilot has donned suitable Personal Protective Equipment (PPE) ?	

##### PRE-BERTHING:

ITEM #	Checked		REQUIREMENT	Log Book
	Yes	No		
11			Safe Access between ship and shore services?	
12			When boarding are the standard ISPS checks carried out for sec Lvl.....?	
13			Has the POB time been passed to concerned parties? (TCO, VTMU, Supervising Operators)	Log
14			If the cargo tanks are inert are they in positive pressure? The Oxygen content of the tanks is .....% The H2S content of the tank is ..... %	
15			Is anchor readiness as required during preberthing ? As applicable to Ras Tanura - delete as appropriate i) Both anchors are confirmed ready for use proceeding to North Pier / Juaymah NGL. ii) Both anchors are confirmed secured proceeding to Sea Island / Juaymah 5PM	
16			Are cargo, bunker & ballast tank openings NOT in use securely closed?	
17			Are cargo, bunker & ballast connections NOT in use securely closed?	
18			If Ballast Water Exchange is the method of meeting the Ballast Convention performance standard. Has the record been attached?	
19			If Ballast Water Treatment System is the method of meeting the Ballast Convention performance standard. Has the record been attached?	
20			If a ballast water test has been carried out is the test record attached?	
21			Cargo crane checklist has been completed?	
22			If a tool basket is to be lifted onboard has the lifting equipment been inspected including lifting strops suitable for use and in good condition? Basket No ..... All tools are in good condition and suitable for use?	
23			Are all scuppers and drip trays plugged as required?	
24			Emergency towing wires (fire wires) are suitable and in good condition?	
25			All mooring equipment for use in port is suitable and maintained?	
26			On board radio communication equipment checked and operational?	
27			General impression of ship: The standard is acceptable?	
28			Time & Date ship cleared by Customs Immigration?	
29			The latest version of Ports and Terminals booklet is on board?	
30			Harbor Pilot Log Book given to the Master on board?	
31			Instructions to Masters and conditions of use of port form signed?	
32			Master-Pilot Information has been read, fully understood and signed?	
33			'Ullage Sheets' have been explained and handed over?	

Item #	Checked		Requirement	Signature	
	Yes	No		HP	Master
34			Ship compliance with STCW, including safe manning and hours of rest.		
35			Adequate passage planning procedures are in place, and a berthing plan has been discussed by the Harbor Pilot and ship operations team. Vessel is equipped with up to date and corrected charts.		
36			Ship Master must show detailed Parallel indexing information for the planned passage to the Harbor Pilot satisfaction		
37			All necessary bridge / navigation and associated recording equipment is checked, fully operational. Including but not limited to Lights Sound Signals, Main Engine, Steering, Telegraph, Echo Sounder and Voyage Data Recorder. Bridge alarms are not disabled		
38			Toolbox talk prior to mooring / unmooring activities		
39			All required ship crew attended the toolbox talk		
40			Planned mooring / unmooring activities and equipment meet OCIMF, MEG4		
41			Identification of mooring risk including line of fire risks and mitigations		
42			Stop Work Authority for Harbor Pilot and ship crew, without exception.		
43			For port operations the Harbor Pilot / Master are required on the bridge.		
44			Confirmation that ship Officers / Crew will report and remain at designated positions throughout all maneuvering operations		
45			If manifolds are sealed – ensure seals are intact. Seals should only be removed by Saudi Customs		
				Confirmation	
46			All tugs are secured? Time		
47			Part Cargo is onboard? Record in the table on Form 6		
48			All official berthing times have been recorded and passed as required?		

**ALONGSIDE AND SECURED:**

ITEM #	Checked		REQUIREMENT	Log Book
	Yes	No		
49			Loading/Discharging and Ballast procedures agreed?	
50			Time for Deballasting and type of ballast passed to concerned parties?	Log
51			Pre-Operations safety check performed, anchors lashed.	
52			Ship (including CCR) / Shore communication checked?	Log
53			Request vacuum in hoses prior to connection?	
54			Hoses connected and time passed to Operator and TCO?	Log
55			Ship ready for Operations?	Log
56			Ballast discharge monitored as per Port Regulations?	Log
57			Cargo / Bunker operations monitored?	
58			Safety Checks performed and Estimated Finishing Time passed?	
59			10 minutes notice prior to stop loading present grade?	Log
60			Operation completion, Finishing time of loading/discharging passed?	Log
61			All cargo/bunker documentation completed	Log
62			Hoses backfilled and PSI recorded?	Log
63			Unmoored and Clear of berth times passed to concerned parties?	Log
64			SPM operations; Basket and equipment checked and returned?	

**UNBERTHING:**

ITEM #	Checked		REQUIREMENT	Log Book
	Yes	No		
65			TCO and VTU (As required) informed of Pilot Disembarking the ship?	
66			All required documents have been completed and collected? Including; Ullage Sheet, Vessel Loading Plan, Sample Receipts, Bunker Authorization Slip, Letter of Protest, Masters Statement of Fact and any other document as is requested to be processed during the ship visit at any Saudi Aramco Terminal.	