



BUTANGAZ A.Ş.

LPG STORAGE AND FILLING TERMINAL

DANGEROUS CARGO HANDLING MANUAL



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(Look to revision page for revisions)

GÖKHAN YAMAN
(Terminal Director)

Signature

Stamp

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REVİZYON SAYFASI
(Table.1.1.Revizyon Table)

Serial No	Revision No	Revision Content	Revision Date	Revised by	
				Name Surname	Signature
1	01	Making changes to procedures	26.07.2018	İ.Evrin YAYLALI	
2	02	Making changes within the scope of Dangerous Loads Handling Guide Implementation Instruction dated 20.04.2022, published by the General Directorate of Maritime Affairs	01.06.2022	Gökhan YAMAN	
3	03	Adding Dangerous Goods Manual to Document Annex 10 and making material amendments	24.06.2022	Gökhan YAMAN	
4	04	Change of DGSA	18.04.2023	Gökhan YAMAN	
5	05	Change of DGSA	20.03.2024	Eda ASLAN	
6	06	Change of DGSA	01.11.2024	Demet İŞLER	
7	07	Change of DGSA	03.02.2025	Eda ASLAN	
8	08	Facility Information Form	15.08.2025	Eda Aslan	
9	09	Protective Clothes Used by Coastal Facility Personnel, Vessel Persons and Other Authorized Persons Related to the Cargo in the Handling of Dangerous Goods during Loading, Unloading and Storage:	01.08.2025	Eda Aslan	

Eda ASLAN

Certificate No:

TMKTDGM/TMGD/2018/8807
(Dangerous Goods Safety Advisor)

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ABBREVIATIONS:

IMO: International Maritime Organization,

IMDG Code: International Code for Dangerous Goods Transported by Sea

BLU Code: Code of Practice for Safe Loading and Unloading of Bulk Carriers,

ISPS Code: International Vessel and Port Facility Security Code,

IMSBC Code: International Maritime Solid Bulk Cargo Code,

IBC Code: International Code on the Construction and Equipment of Vessels Carrying Dangerous Chemicals in Bulk

IGC Code: International Code for the Construction and Equipment of Vessels Carrying Liquefied Gases in Bulk

MARPOL: International Convention for the Prevention of Pollution of the Seas by Vessels,

SOLAS: International Convention for the Safety of Life at Sea,

DEFINITIONS:

Bulk Cargo means substances in solid, liquid and gaseous state intended to be transported without direct containment, which are the structural part of the vessel or in a tank or hold permanently fixed on or on the vessel,

Vessel means Vessels covered by legislation or international agreements to which we are a party

Vessel responsible means the owner, operator, tenant, captain or agents and natural or legal persons authorized to represent the owner

Administration means General Directorate of Maritime Affairs of the Ministry of Transport and Infrastructure of the Republic of Turkey

Carrier means actual carrier, broker, vessel owner, freight forwarder, freight forwarder, shipping agency that receives, submits and accepts offers for the transportation of all kinds of dangerous goods on their own behalf or on behalf of third parties, together

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with the combined transportation of dangerous goods by sea as well as by road or natural and legal persons carrying out the transport by rail

Dangerous cargoes means

- Petroleum and petroleum products included in the International Convention for the Prevention of Pollution of the Seas by Vessels (MARPOL) 73/78 Annex I, Attachment 1,
- Packaged goods and objects given in IMDG Code Chapter 3,
- Among the cargoes given in IMSBC Code Attachment 1, the bulk cargoes with "B" and "A and B" inscriptions in the group box in the characteristic Table,
- Liquid substances with the phrase "S" or "S/P" in the "d" column of the Table given in Chapter 17 of the IBC Code, titled "hazards",
- Gaseous substances given in IGC Code Chapter 19,

TMGD means Dangerous goods safety consultants authorized by the administration.

TYUB means Coastal Facility Dangerous Cargo Conformity Certificate, which is issued by the Administration and must be obtained by the coastal facilities that handle packaged or bulk dangerous goods.

Shipper means the real or legal person specified as the "shipper" in the bill of lading, maritime transport document or multi-modal transport document, and the real or legal person on whose behalf or on behalf of the carriage contract has been concluded with a maritime transport company,

Load responsible means Sender, receiver, representative or organizer of transportation works of dangerous goods,

Freight Transport Unit (CTU) means road trailer, semi-trailer and tanker, portable tank and multi-element gas container, railway wagon and tank wagon, container and tank container designed and manufactured for the transport of packaged or bulk dangerous goods

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PRESENTATION

1. INTRODUCTION

In our Coastal Facility, when dangerous goods are handled or stored at the entrance to the port and in the port areas, whether general safety and security is ensured, the load is surrounded, safety measures are taken for all persons in or near the port area, and the protection of the environment is controlled.

1.1 Facility General Information

FACILITY INFORMATION FORM

(Table.1.2. FACILITY INFORMATION TABLE)

1	Facility operator name/title	BUTANGAZ A.Ş.		
2	Facility contact information (address, phone, fax, e-mail and web page)	Sultanköy Mh. Ekşi Elma Cad. No:9 Marmara Ereğlisi / TEKİRDAĞ Tel: 0 282 611 20 00 Fax: 0 282 611 20 25 gyaman@butangaz.net		
3	Facility Title	BUTANGAZ A.Ş. LPG STORAGE AND FILLING TERMINAL		
4	Province	TEKİRDAĞ		
5	Contact Details of the Facility (address, telephone, fax, e-mail and web page)	Sultanköy Mh. Ekşi Elma Cad. No:9 59740 Marmara Ereğlisi / TEKİRDAĞ Tel: 0 282 611 20 00 Fax: 0 282 611 20 25 Website: https://www.butangaz.net		
6	Facility geographical area	Marmara Region		
7	The Port Authority to which the facility is connected and contact information	Tekirdag Regional Port Authority Tel: 0 282 261 20 25 Fax: 0 282 262 92 62		
8	Mayorality and Governorship, which the Facility is attached	Marmara Ereğlisi Mayorality Telephone: (0282) 613 12 50 ;(0282) 613 11 64 ; (0282) 613 11 65 ;(0282) 613 13 13 Fax: (0282) 613 13 11; (0282) 613 43 00; (0282) 613 15 63		
9	The name of the free zone or organized industrial zone where the facility is located	-		
10	Expiration date of the Coastal Facilities Operation Permit / Temporary Operation Permit Certificate	07.06.2025		
11	Facility Activities Status(X)	Own cargo and additional 3rd party (...)	Own cargo (...)	3rd party (X)

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12	Name and surname of the facility manager, contact details (phone, fax, e-mail)	Gökhan YAMAN Tel: 0 533 515 71 43; 0 282 611 20 00 ; Fax: 0 282 611 20 25 gyaman@butangaz.net
13	Name and surname of the responsible person for dangerous goods operations, Contact details. (telephone, fax, e-mail)	Gökhan YAMAN Tel: 0 533 515 71 43; 0 282 611 20 00 ; Fax: 0 282 611 20 25 gyaman@butangaz.net
14	Name of Facility Security Hazardous Materials Safety Consultant and last name, contact details (phone, fax, e-mail)	Eda ASLAN Tel : 0538 219 15 61 edaaslan@tehlikeler.com
15	The sea coordinates of the facility	Big Float System : 41° 00' 22"N - 027°59'47"E Small Float System : 41° 00' 45"N - 027°59'48"E
16	Types of dangerous goods handled at the facility (Loads within the scope of MARPOL Annex-I, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code, asphalt/bitumen and scrap loads)	UN 1965 (LPG MIXTURE and PROPANE)
17	Dangerous goods handled at the facility (loads other than the IMDG Code, among the cargo types in Article 16, will be written separately. Additional cargo request will be sent to the port authority of the connected region with Annex-1 form. It will be added to TYER when appropriate)	Lpg under IGC Code
18	Classes for cargo handled, subject to IMDG Code	UN 1965 (LPG MIXTURE and PROPANE) CLASS 2.1. Flammable Gases
19	Groups in the characteristic Table for the cargo handled, subject to the IMSBC Code	There is no solid bulk cargo under the IMSBC Code
20	Types of vessels that can enter the facility	Liquefied Gas Vessel (LPG Vessel)
21	The distance of the facility's main road (kilometer)	0,25 km.
22	Railway distance of the facility or Railway connection. (yes / no)	N/A
23	Name of the nearest airport and its distance from the facility (kilometers)	Çorlu Airport - 25 km.
24	Load handling capacity of the facility (Ton/Year; TEU/Year; Vehicle/Year)	360.000 Ton LPG / year
25	Whether scrap handling is done at the facility	NO
26	Is there a border gate? (Yes No)	NO
27	Is there a bonded area? (Yes No)	NO

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28	Cargo handling equipment and capacities	LPG Pumps (4 x 200 m³/h, 2 x 100 m³/h LPG pumps)				
29	Storage tank capacity (m³)	25.820 m³				
30	Open storage area (m²)	NONE				
31	Half covered storage (m²)	NONE				
32	Indoor storage (m²)	NONE				
33	Determined fumigation and/or de-fumigation area (m²)	NONE				
34	Name, title, contact details of pilotage and tugboat services provider	Guidance Service: It is provided by BOTAŞ. Boru Hatları ile Petrol Taşıma A.Ş. (BOTAŞ) General Directorate ADDRESS: BOTAŞ LNG TERMİNALİ PK:17 PK: 59740 M.EREĞLİSİ/TEKİRDAĞ TEL : +90 (282) - 611 57 00 FAX : +90 (282) - 613 02 58 Piloting Service is provided by SAFİ DERİNCE ULUSLARARASI LİMAN İŞLETMECİLİĞİ A. Ş. ADDRESS: Orta Mahalle, D-100 Kuzey Yan Yol Caddesi, No: 26, A1 Blok Kat:13, PK.34880 / Kartal / İstanbul / TURKEY TEL: +90 (262) 281 27 00 FAX: +90 (262) 223 42 78				
35	Has a security plan been created? (Yes/NO)	YES				
36	Waste acceptance facility capacity (This section will be arranged separately according to the wastes accepted by the facility.)	Waste Type		Capacity (m³)		
		Waste Reception Facility Exemption Certificate Numbered 59-AKTMB-001 is available.		-		
37	Features of areas such as quays/piers					
Dock / Pier No		Length (meter)	Width (meter)	Maximum water depth (Meter)	Minimum Water Depth (Meter)	The Largest Vessel Tonnage and Length to Dock (DWT-GT / Meter)
Large Float System				20	18	Large Float System 53,000 Dwt.
Small Float System				16	14	Small Float System 16,000 DWT
Pipeline Name (If Available)				Number (Piece)	Length (meter)	Diameter (inch)
Seabed pipeline no.1 LPG MIX LINE (B. To Float)				1	1.100	14"
Seabed pipeline no. 2 PROPANE LINE (B. To Buoy)				1	1.100	12"

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Seabed pipeline no. 3 LPG MIX LINE (Branch to K. Float)	1	830	8''
No. 4 seabed pipeline PROPANE LINE (Branch to K. Float)	1	830	8''

Float Name	Marine Coordinates	Number (piece)	water depth (metro)	Largest Vessel to Dock (DWT/GRT)
buoy no.1 LARGE FLOAT SYSTEM	N41 00 26 – E27 59 53 (BAŞ) N41 00 23 – E27 59 40 N41 00 19 – E27 59 38 N41 00 16 – E27 59 42	4	20	53.000 DWT
buoy no.2 LARGE FLOAT SYSTEM	N41 00 49 – E27 59 52 (BAŞ) N41 00 46 – E27 59 44 N41 00 43 – E27 59 43 N41 00 40 – E27 59 46	4	15	16.000 DWT

1.2 Loading/Discharging, Handling and Storage Procedures for Dangerous Goods Handled and Temporarily Stored at the Coastal Facility

1.2.1 Dangerous goods handled and temporarily stored in our Coastal Facility are listed in the Table below:

Dangerous Cargo
(Table.1.3. Dangerous Cargo Table)

UN NO	UYGUN SEVKİYAT ADI (PSN)	CLASS	PACKAGING GROUP	HAZARD IDENTIFICATION NO
UN 1965	HYDROCARBON GAS MIXTURE, LIQUEFIED, N.O.S. (LPG Mixture and Propane)	2.1	-	23

1.2.2 Loading/Unloading Procedures for Handled and Temporarily Stored Dangerous Goods:

1.2.2.1 Loading / Unloading Procedure of Dangerous Goods that arrive by Sea

- Notification of Vessel Arrival**

Customer company officials inform the Terminal Manager about the vessel schedule (bill of lading amount and propane percentage) via e-mail.

- Preparations (Made at least 24 hours before)**

- ✓ The Terminal Manager submits a petition to the Customs Directorate for berthing permission and BOTAŞ submits a petition to the Regional Port Authority, the Coast Guard, and the Gendarmerie for the personnel to embark on the Customs Enforcement.

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- ✓ Terminal Manager make the necessary organizations with organizations and individuals that provide pilotage and tugboat (Botaş), Loading Master, surveyor, service boat and hose coupling/emergency boat service.
- ✓ The Terminal Manager sends the prepared letter of undertaking to the vessel agency by fax in order to confirm the acceptance of the service fee by the agency.

• Docking the Vessel

- ✓ When the vessel arrives at the port borders, it makes a NOR (notice of readiness) notification.
- ✓ The shipping agency ensures that the customs procedures related to the vessel (such as arrival control and manifest registration) are carried out.
- ✓ The Terminal Manager notifies Botaş PiLOT about the appropriate time for the vessel to dock at the buoy, following the completion of the customs procedures by the vessel agency and they reach mutual agreement.
- ✓ Terminal Manager organizes BOTAŞ pilot, loading master and mooring & hose mooring operations.
- ✓ After the vessel is docked and tied to the buoy by the pilot, the loading master, surveyor, operator and hose fasteners go aboard.
- ✓ The Vessel/Shore Safety Checklist prepared by the vessel and the terminal according to ISGOTT is filled and the document is signed by both parties. The parties receive one copy each.

• Embarkation and Product Control

- ✓ Taking samples from the vessel – 2 samples are taken by the operator. One is sent for customs compliance control. The other is taken to the facility for testing in the terminal laboratory to verify other sample acceptance criteria.
- ✓ Terminal analysis results are evaluated according to PRS.015: Nonconforming product control.

• Acceptance of NOR

- ✓ Loading master neither accepts NOR according to REG.001 requirements and starts to keep vessel discharge schedule (FRM.024).

• Connecting the Hose

- ✓ The Loading Master connects the buoy hoses to the vessel with hose couplings.

• Control of the Vessel

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- ✓ Loading Master fills the coast-ship safety checklist (Vessel/Shore Safety Checklist) with the ship's captain or discharge officer and ensures that it is mutually signed.

- **Load Calculation**

- ✓ The Surveyor calculates the amount of cargo on board by taking draft/trim measurements and using data from the loading port documents and vessel tank measurement systems. These calculated values are recorded as vessel opening values.
- ✓ In case of non-compliance with the calculated values, it notifies the Loading Master and, if necessary, the Terminal Manager to issue a protest letter.
- ✓ In case of more than 0.05% or deficiency between Bill of Lading amount (B/L) and OBQ at the vessel's arrival, the loading master gives a protest letter (FRM.025) to the vessel captain stating this issue.
- ✓ If there is a difference of 1 ton or more between the bill of lading (B/L) and the ROB/OBQ of the loading port or the ROB/OBQ of the previous discharge port, the loading master gives the letter of protest (FRM.026) stating this issue to the vessel captain.

- **Notification of Evacuation Conditions to the Vessel Captain**

- ✓ The loading master communicates the discharge instruction (FRM.027) containing the discharge pressure, temperature, rate (flow rate), mixing ratio conditions to the vessel captain in two copies and ensures that one copy is signed as a receipt.
- ✓ The service surveillance receipt (FRM.028), which is the cost of berthing services provided to the vessel, is signed by the captain.

- **Odorization**

- ✓ By checking the vessel load documents and quality certificates, the amount of odor of the products to be discharged from the vessel is determined.
- ✓ If the amount in the quality certificates is less than 21 grams, the mercaptan value is increased to 21 grams by using the odorization system. If the odor values comply with the standard values, odorization is not performed. (TLM.015)

- **Tank Preparation and Opening Measurements Before Discharge**

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- ✓ The Loading Master notifies the loading operator that the vessel is ready for discharge.
- ✓ The filling operator determines the tank to be filled according to the type and order of the product to be discharged and adjusts the positions of the valves.
- ✓ The filling operator determines the tank to be filled according to the type and order of the product to be discharged and adjusts the positions of the valves.
- ✓ The filling operator takes the shelf display values showing the level, temperature, pressure and density values in the tank to be filled before discharging and records these values in the opening values section of the shore calculation table (FRM.029)..

- **Taking Line Displacement**

- ✓ Line displacement amount is determined to be at least 300 tons for LPG mix and 250 tons for propane and is reported to the vessel captain. In low quantity (<250 tons) purchases, line displacement is not made and the difference is accepted as line gap.

- **Start of Discharge**

- ✓ The discharge process is initiated under the supervision of the Loading Master and Surveyor following the delivery of the evacuation permits documents to the terminal.

- **Measuring Line Displacement**

- ✓ After the discharge process is stopped at the amount determined for the line displacement and the tank is rested for 5 minutes, the level, pressure and temperature values of the tank are determined by the filling operator and recorded on the shore calculation table (FRM.029). The difference between the vessel value and the difference between the closing-opening values of the shore tank is determined as the line gap (FRM.029). This value is compared with the value in the FRM.005 Daily inventory tracking form.

- **Resuming the Discharge Process**

- ✓ Following the measurement of the line displacement, the evacuation process is restarted upon the approval of the terminal manager.

- **Controls carried out during discharge process**

- ✓ Vessel manifold temperature, pressure values, hourly discharge amounts and density values are recorded in vessel discharge tracking form (FRM.030) by the filling operator every hour during the discharge.

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- ✓ The Loading Master and the filling operator contact each hour to compare the discharging quantities between the Shore and Vessel. If the difference value shows an increase compared to the beginning, the discharge is stopped upon the approval of the Terminal Manager, necessary controls are made and the reason for the difference is tried to be determined.
- ✓ The filling operator takes a sample and a witness sample, one from each parcel specified in the bill of lading(s), from the sample tap on the discharge line when the mixture ratios of the discharged product are in the desired order (TLM.003);
- ✓ After writing the necessary information on the label (FRM.057), following the completion of the evacuation, it sends the delivery form (FRM.058) and the evacuation analysis request form (FRM.102) to the contracted analysis laboratory(s) of the supplier companies.

• Termination of Discharge

- ✓ The Loading Master ends the discharge process with the approval of the terminal manager when the planned discharge amount is reached.
- ✓ The filling operator calculates the total amount of product discharged to the shore tanks (STF: Shore Tank Figure) by taking the closing values (Enraf).(FRM.029)
- ✓ The operator fills in FRM.029. Using these values, the Terminal Manager issues the Coast Tank Report (RAP.000) and calculates the Coastal values.
- ✓ Values of the vessel and terminal are compared and in case of difference (0.1%) against the terminal, a protest letter (FRM.031) is given to the vessel. Relevant units are informed.
- ✓ The terminal manager instructs the Loading Master to protest the vessel (FRM. 026-031-032-033-034-035-083) on all issues related to quality and quantity that do not comply with the evacuation plan and conditions.

• Disconnecting the Hose

- ✓ After the discharge is completed, the liquid phase gas at the hose connection is cleaned with the vessel compressor and swept from the connection area to the sea line for the safety of the hose removal operation.
- ✓ Loading Master provides the removal of hoses and vessel ropes with mooring & hose coupling and disconnecting personnel.

• Closing

- ✓ Terminal Manager prepares the Vessel Discharge Closing Report (FRM.036) by calculating the “in air” difference in the amount of product received, and sends an

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e-mail to the customer company authorities with its attachments (Time sheet, and protest letters, if any) and also notifies the Accounting Manager for stock entry by e-mail.

- ✓ The Terminal Manager takes a copy of the reports prepared by the Loading Master, Surveyor and vessel and puts them in a file to be kept in the archive together with other discharge and quality documents and protest letters, if any.
- ✓ In cases where there is a damage caused by bad weather conditions or by the vessel during the berthing, unloading and departure process of the vessel, Terminal Manager ensures that the P & I club of the vessel is called by contacting the agency with the information and approvals of the customer company officials.
- ✓ Depending on the amount of product taken from the vessel, the Accounting Manager issues the invoice for the "vessel discharge and pipeline use" service and delivers it to the customer company representatives.
- **Loading and Discharge Procedure of Dangerous Goods Incoming or Outgoing by Land**
 - ✓ The door control person calls the transportation vehicles to the facility entrance control according to the order of arrival.
 - ✓ The door control person performs the door entry control (TLM.004) of the customer tankers, prepares the vehicle control form (FRM.038) (for the tankers of the customer company) and directs the vehicle to the weighbridge.
- **Entrance Register**
 - ✓ The entrance filling operator records the empty weights of the tankers entering the facility into the daily tanker weighing record form (FRM.003).
- **Empty Weighing**
 - ✓ The entrance filling operator performs the empty weighing (TLM.005) of the transport vehicle on the weighbridge.
 - **Directing to the Filling Platform**
 - ✓ The door controller gives the filling barcode, facility entry card (FRM.039) and tanker seal (for tankers of the customer company) to the tanker driver and directs the transport vehicle to the in-plant tanker waiting area.
 - **Entry to Filling**
 - ✓ Platform filling operator calls the next tanker to the filling platform

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• Tanker Filling

✓

- ✓ The platform filling operator performs the necessary technical safety checks before filling, makes the installation ready for filling, connects the loading arm to the tanker filling mouth, and checks the connection leak before filling (TLM.006).
- ✓ The tanker driver gets the filling barcode read by the platform barcode reader and ensures that the order and the product are matched. However, since there is no barcode in the odorless system, the driver will get out of the vehicle and adjust the rotogage and will follow the operation by not leaving the vehicle during the filling process.
- ✓ The entrance filling operator enters the density information into BUSTAR and notifies the tanker driver of the maximum filling amount and filling level calculated by the system.
- ✓ Tanker driver adjusts tanker rotogage based on specified fill level.
- ✓ The platform filling operator starts the tanker filling process.
- ✓ The tanker driver stays at her vehicle during the filling process and ensures the continuation of the filling by pressing the deadman button on the tanker filling platform in 90 seconds at the latest. Since the deadman button cannot be used in odorless filling, it will be constantly observed by the operator of the tanker driver's vehicle.
- ✓ The tanker driver ensures that the filling is terminated by warning the platform filling operator when liquid starts to come from the tanker rotogage.
- ✓ The tanker driver closes the rotogage.
- ✓ The platform filling operator sweeps the liquid LPG in the filling arm towards the tanker by opening the gas phase valve, bluffs the arm pressure by closing the filling arm and gas phase valves, and removes the filling arm and lifts it to its place.
- ✓ The Tanker Driver lowers the hydraulic valve arm of the vehicle and enables the hydraulic valve to be closed.
- ✓ The tanker driver puts the seal of the customer company on the tanker filling opening under the supervision of the platform filling operator.
- ✓ The tanker driver closes the valve cabinet door, separates the grounding pliers and takes her wedges and takes the transport vehicle to the weighbridge for full weighing.

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1.2.3 Handling Procedures for Handled and Temporarily Stored Dangerous Goods:

The procedure for dangerous goods within the scope of IMDG CODE handled at our Coastal Facility is as follows:

Regarding the dangerous goods within the scope of IMDG CODE that will arrive at the port following issues are determined

- ✓ Handling time of dangerous cargo at the coastal facility,
- ✓ The requirement for protective clothing during handling and the characteristics of the clothing,
- ✓ In case of Emergency Response (Fire and Spill), the possibilities of intervention and the risk that may occur,
- ✓ Whether a special precaution should be taken regarding the load,

During the handling, emergency response procedures are taken into account, using the specified equipment and clothing, within the terminal possibilities.

1.2.4 Storage Procedures of Handled Dangerous Goods:

1.2.4.1 LPG and PROPAN (UN 1965)

- ✓ Precautions should be taken to ensure that the temperature in LPG tanks does not rise to temperatures above 50°C.
- ✓ No flammable, combustible and explosive materials that will cause fire and sparks should be kept near LPG tanks.
- ✓ It should be ensured that there are no dried grass, power lines, and pits near the tanks within the safety distance.
- ✓ Contact of LPG tanks with strong oxidizing materials should be avoided.
- ✓ The generation of static electricity should be avoided.

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2. RESPONSIBILITIES

We work diligently to ensure that the activities we carry out in our coastal facility are carried out in a safe, secure and environmentally friendly manner, to prevent accidents, and to minimize the damage that potential accidents may cause to people, the environment and equipment.

2.1.General Responsibilities

The general responsibilities of all parties engaged in the transport of dangerous goods in our coastal facility are as follows:

- ✓ Taking all measures to ensure that the transportation is safe, secure and harmless to the environment, to prevent accidents and to reduce the damage as much as possible when an accident occurs.
- ✓ All responsible parties should benefit from the EmS Guide, which includes Emergency Response Methods and Emergency Schedules for Vessels Carrying Dangerous Goods, in emergencies such as fire, leakage, spillage that occur during the transportation of dangerous goods.
- ✓ To benefit from the Medical First Aid Guide (MFAG) in the IMDG Code annex in order to provide the necessary medical first aid for the people affected by the damages of the dangerous goods and the health problems caused by the accidents involving these loads.

2.2 Responsibilities of the employee responsible for the cargo

Responsibilities of the employee responsible for the cargo are as follows:

- ✓ To prepare and have all mandatory documents, information and documents related to dangerous goods and get them prepared and to ensure that these documents are present with the cargo during the transportation activity.
- ✓ To ensure classification, identification, packaging, marking, labeling and placarding of dangerous goods in accordance with the legislation.
- ✓ To ensure that dangerous goods are safely loaded, stacked and securely fastened to the approved packaging and cargo transport unit.

2.3 Carrier's Responsibilities

Responsibilities of the Carrier are as follows:

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- ✓ To requests mandatory documents, information and documents related to dangerous cargoes from the cargo owner and ensures that they are present with the cargo during the transportation activity.
- ✓ To check the compliance with the legislation of dangerous cargoes classified, packaged, marked, labeled and plated by the cargo subject
- ✓ To check that dangerous cargoes are packaged in accordance with the rules using approved packaging and cargo handling units, that they are safely loaded and securely connected to the cargo carrying unit.

2.4 Responsibilities of Butangaz A.Ş. LPG Storage and Filling Terminal

The responsibilities of our Coastal Facility are stated below:

- ✓ Vessels carrying dangerous cargoes are not allowed to dock at the facility without the permission of Tekirdağ Regional Port Authority.
- ✓ Written information is given within the scope of vessel facility rules, cargo handling rules and relevant legislation to approach the facility.
- ✓ Dangerous cargoes for which a handling permit is not obtained from the administration are not handled, and the vessels that will dock will not be victimized by planning in this context.
- ✓ Mandatory documents, information and documents related to dangerous goods are requested from the cargo person and they are provided with the cargo. Our Coastal Facility is not obliged to accept or handle the dangerous cargo at the facility if the relevant documents, information and documents cannot be provided by the cargo person.
- ✓ By sharing all the data that may be required according to the characteristics of the cargo with the vessel concerned, it performs the loading or unloading operation according to the agreement to be reached, and does not make any changes in the operation without the knowledge of the vessel concerned.
- ✓ Considering the safe working capacity of our Coastal Facility and weather forecasts, the working limits have been determined and necessary measures are taken to ensure that the vessel is safely moored at the pier and handling.
- ✓ The transport documents containing the information that the dangerous goods arriving at our Coastal Facility are classified, packaged, marked, labeled, plated and loaded safely to the cargo transport unit are checked.

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- ✓ It is ensured that the personnel involved in the handling of dangerous goods and the planning of this handling are trained and documented on the risks of handled dangerous goods, safety precautions, safe working, emergency measures, safety and similar issues, and training records of the personnel are kept. Personnel without documents are not assigned to these operations.
- ✓ It is ensured in our Shore Facility that the dangerous goods handling equipment is in working condition and that the relevant personnel are trained and documented on the use of this equipment.
- ✓ Occupational safety measures are taken at our Coastal Facility and personnel are provided to use personal protective equipment suitable for the physical and chemical characteristics of the dangerous cargo.
- ✓ Activities related to dangerous cargoes are carried out at docks and fields established in accordance with these works.
- ✓ The pier reserved for vessels that will load or unload dangerous liquid bulk cargoes is equipped with suitable installations and equipment for this work.
- ✓ An up-to-date list of all dangerous cargoes on the vessels berthed at our Coastal Facility and in the indoor and outdoor areas of our facility is kept and this information is given to the relevant persons upon request.
- ✓ The instantaneous risk of dangerous goods handled or temporarily stored in our Coastal Facility and the measures taken for it are notified to Tekirdağ Regional Port Authority.
- ✓ Incidents related to dangerous cargoes, including accidents at the entrance to closed areas, are reported to Tekirdağ Regional Port Authority.
- ✓ Necessary support and cooperation are provided in the controls and inspections carried out by the administration and the regional port authority.
- ✓ Dangerous goods that are not allowed for temporary storage are transported out of the coastal facility as soon as possible without waiting. In cases where it is necessary to wait, the Administration is applied to obtain permission within the scope of the relevant regulation.
- ✓ The cargo transport units where dangerous goods are transported are temporarily stored in accordance with the separation and stacking rules, and fire, environmental and other safety measures are taken in accordance with the class of the dangerous cargo in the storage area. Fire extinguishing systems and first aid

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units are kept ready for use at any time in the areas where dangerous goods are handled, and necessary controls are made periodically.

- ✓ Before the hot work and operations to be carried out in the areas where dangerous goods are handled and temporarily stored, permission is obtained from the Tekirdağ Regional Port Authority.
- ✓ An emergency evacuation plan has been prepared for the evacuation of vessels from the coastal facilities in emergency situations and the relevant institutions/organizations are informed about the plan approved by Tekirdağ Regional Port Authority.
- ✓ In our facility, loading to the loading units is ensured in accordance with the loading safety rules.
- ✓ To ensure that vessels are berthed and moored in an appropriate, protected, secure manner.
- ✓ To ensure that the entry-exit system between the vessel and the shore is appropriate and safe.
- ✓ To provide training for people involved in loading, unloading and handling of dangerous goods.
- ✓ To ensure that dangerous goods are transported, handled, sorted, stacked, temporarily suspended and inspected safely and in accordance with the rules by appropriately qualified, trained personnel who have taken occupational safety precautions.

2.5 Responsibilities of the person responsible for the Vessel

Responsibilities of the person responsible for the Vessel are as follows:

- ✓ To ensure that the cargo to be carried by the vessel is certified as suitable for transportation and that the cargo holds, cargo tanks and cargo handling equipment are suitable for cargo transportation.
- ✓ To request all mandatory documents, information and documents related to dangerous goods from the cargo person and to ensure that they are present with the cargo during the transportation activity.
- ✓ To ensure that the documents, information and documents required to be found on the vessel within the scope of legislation and international agreements are appropriate and up-to-date.

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- ✓ Checking the transport documents containing information that the cargo transport units loaded on the vessel are appropriately marked, plated and loaded safely.
- ✓ Informing the relevant vessel personnel about the risks of dangerous cargoes, safety procedures, safety and emergency measures, intervention methods and similar issues.
- ✓ Keeping the up-to-date list of all dangerous cargoes in the vessel and declaring them to the relevant parties upon request.
- ✓ To ensure that the loading program, if any, is approved, documented and operational.
- ✓ To inform the regional port authority and the coastal facility about the instant risk posed by the dangerous cargoes on the vessel approaching the coastal facility and the measures taken for it.
- ✓ Not accepting the dangerous cargo to carry the dangerous cargo in case of leakage or such a possibility.
- ✓ Notifying the regional port authority of the dangerous cargo accidents that occur in the vessels while navigating or at the coastal facility.
- ✓ To provide the necessary support and cooperation in the controls and inspections carried out by the administration and the regional port authority.
- ✓ Not accepting to carry dangerous goods that are not included in the vessel certificates issued by the relevant institutions and organizations.
- ✓ Ensuring that the persons in charge of dangerous cargo handling use personal protective equipment suitable for the physical and chemical properties of the cargo.
- ✓ To provide the requirements for the loading safety of the loads loaded on their vessels.

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2.6 Responsibilities of Cargo/Vessel Agency 3rd Persons etc. Operating in the Coastal Facility

- ✓ Getting the personnel who will do business in our coastal facility to take the trainings specified in the Directive on IMDG Code Training Seminars published with the Minister's approval dated 26.07.2019 and numbered 56617;
- ✓ Acting in accordance with the rules specified in the IMDG Code in our coastal facility;
- ✓ Reporting the situation to the facility authorities when any nonconformity is detected in the handling, transportation and storage of dangerous goods in our coastal facility,
- ✓ Sending the (MSDS) Form containing the hazards and risks of the relevant dangerous goods and other information to the coastal facility management and the Administration, which is forming an important part of the efforts to eliminate the Occupational Health and Safety risks that may occur during the use and storage of dangerous goods, and prepared in order to inform the user accurately and adequately;

2.7. Training

- ✓ The procedures and principles regarding the training of the personnel working in the cargo handling activities within the scope of the Regulation on the Transport of Dangerous Goods by Sea and Loading Safety are determined by the Administration.
- ✓ Necessary studies are carried out by the Administration for the implementation of IMO trainings which are required by IMO or if deemed appropriate by the Administration.
- ✓ If during the inspections it is determined that the knowledge and skills of the personnel are insufficient, the Administration may request that the trainings be repeated.
- ✓ For the practical applications of the trainings, first of all, the opportunities of the Ministry are used.

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3. RULES AND MEASURES TO BE IMPLEMENTED BY THE COASTAL FACILITY

3.1 General Rules

The following rules are applied in our coastal facility, which has a Dangerous Cargo Conformity Certificate.

- ✓ If it is not possible to store the dangerous goods in the area where they are unloaded at the pier, it ensures that these cargoes are transported out of the coastal facility as soon as possible without waiting in the port area.
- ✓ Dangerous goods should be packed in an appropriate way and there should be information on the package identifying the dangerous substance and information on risk and safety measures.
- ✓ Coastal facility personnel, vessel crew and other authorized persons in charge of dangerous cargo handling wear protective clothing suitable for the physical and chemical properties of the cargo during loading, unloading and storage.
- ✓ Persons who will fight fire at the dangerous cargo handling area are equipped with firefighter equipment and fire extinguishers, first aid units and equipment are kept ready for use at any time.
- ✓ Emergency evacuation plans are prepared for the evacuation of vessels and marine vessels from the coastal facilities in case of emergency and they should be submitted to the approval of the regional port authority. Fire, safety and security measures are taken.
- ✓ When any non-compliance is detected during the inspections carried out by the Regional Port Authority, the handling operation is stopped and the nonconformity is eliminated.
- ✓ Personnel who have not received the necessary training in accordance with the Directive on IMDG Code Training Seminars, published with the minister's approval dated 26.07.2019 and numbered 56617, are not allowed to work in dangerous cargo handling operations and enter the areas where these operations are carried out.

3.2 Loading Safety Rules

- ✓ Our Coastal Facility does not start the operation before the risk disappears, by making the necessary notification to the relevant institutions/organizations, especially the Tekirdağ Regional Port Authority, about the operation processes related to dangerous cargoes and/or likely to pose a risk in the operation processes.

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- ✓ The Regional Port Authority stops the handling operation at the coastal facility when it sees any risk and does not start it until the risk is eliminated.
- ✓ In order to ensure that the cargo is loaded onto the vessel safely, the application Code and provisions suitable for the type of load are followed.
- ✓ Stacking of the cargo is carried out in accordance with the relevant legislation and international agreements to which we are a party.
- ✓ Vessel cannot be loaded more than the loading limit considering the load limit brand. If such a situation is detected, the vessel will not be allowed to cruise and administrative action will be taken against the vessel concerned within the scope of the relevant regulation.
- ✓ The results of the draft survey or weighbridge survey are submitted to the regional port authority by the ship owner to determine the loading-unloading plan before the handling operation and the amount of loaded cargo before the vessel is lifted. Administration or regional port authority may request that the draft survey or weighbridge survey report be received from an authorized inspection firm.
- ✓ Precautions are taken to prevent the stability of the vessel from being adversely affected by ensuring that the cargo in the bulk cargo vessels, especially in bulk cargo vessels with a single hatch, is loaded in a way that spreads (by piping) to the floor of the hold.
- ✓ It is ensured that the load and ballast water patterns are monitored throughout the loading or unloading operation so that the vessel structure is not subjected to excessive stress.
- ✓ Care is taken to ensure that the vessel is not inclined, but if an inclination is required during loading, it is ensured that this is as short as possible. In order to avoid structural damage to the vessel, balanced loading and unloading is ensured in accordance with the approved stability boucle.
- ✓ In adverse meteorological and oceanographic conditions that may affect the cargo handling operation, the handling operation is stopped by the captain until the conditions improve.
- ✓ If necessary, the vessel is loaded in accordance with the separation rules of the loads.

3.3 Rules for Cargoes Covered by IMDG Code

- ✓ Substances and objects that are prohibited in the IMDG Code cannot be transported by sea.

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- ✓ The parties involved in the transportation of dangerous goods transported in packages take measures in accordance with the provisions of the Regulation on the Transport of Dangerous Goods by Sea and Loading Safety and the IMDG Code, taking into account the nature and extent of the foreseeable risks in order to prevent damage and injury and to minimize their impact.
- ✓ In accordance with SOLAS Chapter II-2 Part G Rule 19.4, a Certificate of Compliance issued by the authorized administration is kept on the vessels to prove that the vessels are in a suitable structure and equipment to carry dangerous loads.

3.4 Rules for Cargoes Covered by the IBC Code

- ✓ All stakeholders involved in the transportation of cargo within the scope of the IBC Code use the product name and features of the cargo specified in Sections 17 and 18 of the IBC Code and comply with all obligations regarding the cargo. The updates regarding the loads covered by the IBC Code and named in Chapters 17 and 18 are followed up with the MEPC 2 circulars published by IMO in December every year.
- ✓ The documents specified in the IBC Code Section 16.2 are kept on the vessels carrying the cargoes within the scope of the IBC Code.
- ✓ In accordance with the provision of IBC Code Section 14.1.1, protective equipment meeting the EN 943-1:2015+A1:2019 and TS EN 943-2:2019 standards are kept in sufficient numbers and appropriate features for the vessel personnel involved in the loading or unloading operation. This equipment includes a large gown, long-sleeved gloves, appropriate footwear, full-body chemical-proof clothing, and a full eye goggle or face mask.
- ✓ Work clothes and protective clothing are kept in easily accessible places and in special cabinets on vessels carrying loads within the scope of IBC Code. Equipment used during operations cannot be kept in living quarters. However, protective clothing may also be stored in living quarters, provided that they are in special cabinets adequately separated from living areas such as cabins, frequently used corridors, dining areas and shared bathrooms.
- ✓ With the exception of asphalt products, hazardous dangerous liquid bulk cargoes with the phrase "safety-S" in the "d" column of the Table titled "hazards" in Chapter 17 of the IBC Code cannot be handled as free alongside vessel in coastal facilities. These loads can only be handled by being discharged from the vessels to the tanks in the facility via pipelines and by filling the land tankers from these tanks. The same rule applies for loading from land tankers to vessels.

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3.5 Rules for Cargoes Covered by IGC Code

- ✓ All stakeholders involved in the transportation of cargoes within the scope of liquefied gases and some other substances specified in IGC Code Chapter 19 comply with all obligations regarding safe transportation for the vessel, its personnel and the environment during the transportation of the cargo in bulk by sea.
- ✓ IGC Code is mandatory since 01.07.1986 in accordance with SOLAS 74 Rule VII/11.1. Surveys and certification of vessels in accordance with the Code are carried out according to SOLAS.
- ✓ Vessels carrying Liquefied Gas need more stringent measures to protect from fire compared to other vessels in terms of occupational safety. Within the scope of IGC Code Chapter 11, all requirements regarding fire sources, smoking, portable electrical devices, communication devices, hot working, hammering and scraping, vessel shore grounding, self-ignition and static electricity are provided for fire safety.
- ✓ In accordance with Part 14 of the IGC Code, adequate number of protective equipment, first aid equipment, safety equipment and personal protective equipment should be kept for vessel personnel for routine operations or emergencies and the effects of short or long-term handling operations. The features of this equipment are selected in accordance with the definitions made in Chapter 14 of the IGC Code.

3.6 Rules for Transporting Dangerous Goods in the Port Area and Between Adjacent Ports

- ✓ Dangerous goods are transported in the administrative area of the coastal facility and between adjacent ports, in suitable packages, loaded on cargo transport units and provided that the necessary safety measures are taken by the carrier and the shipper.
- ✓ While determining the number of passengers to be on the vessels, the provisions of IMDG Code Rule 7.1.3.1 and Section 7.5 are taken into consideration. The procedures and principles in this regard are determined by the Administration.

3.7 Other Provisions Specific to Vessels

- ✓ Vessels shall comply with the provisions of MARPOL73/78 Annex II Chapter 5 Regulation 13, which contains mandatory provisions governing the discharge of cargo wastes or ballast waters, tank washing waters or other mixtures containing Category X, Y or Z substances.
- ✓ Vessels carrying Category X loads within the scope of MARPOL Annex II, or Category Y cargoes with high viscosity or which can solidify, must pre-wash the cargo tanks they

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discharged from the discharge port in order to purify them from cargo wastes and deliver their wastes to the waste reception facility.

- ✓ In case the vessels carrying Category Y or Z cargoes do not discharge the cargo in accordance with the evacuation guide (Procedures and Arrangement Manual), the model of which is explained in MARPOL Annex II Attachment 4, or if the alternative measures to be taken are not approved by the regional port authority, they have to pre-wash the cargo tanks they have evacuated from cargo wastes and give their wastes to the waste reception facility before departing from the discharge port.
- ✓ Pre-washing is carried out under a procedure approved by the authorized classification societies for classed vessels, prepared in accordance with MARPOL Annex II Attachment 6, and for unclassified vessels under a procedure approved by the competent authority of the flag state. Administration may grant exemption for pre-washing.

3.8 Measures Taken by Butangaz A.Ş.

The measures taken in our Coastal Facility regarding the rules specified in Article 11 of the "Regulation on the Transport of Dangerous Goods by Sea and Loading Safety" specified by the Administration are as follows.

3.8.1 Docks, piers and warehouses reserved for explosive, flammable, combustible and other dangerous goods:

- **Piers and piers reserved for loading and unloading vessels carrying dangerous goods**

In our coastal facility, there is no pier and dock, and the loading and unloading of vessels is done with 2 buoy systems located 1100 and 830 meters from the shore.

Vessel acceptance is made only during the daytime in our facility, and vessels are not accepted in cases where the wind speed exceeds 5 Bofors.

- **Storages and Warehouses Separated for Dangerous Goods:**

Dangerous cargoes in our coastal facility are stored in the following tank storages:.

Storage Tanks
(Table.1.4.Storage Tanks Table)

Tank No / Product	Type	Capacity
SP-101 (LPG Mix)	Spherical	5000m ³
SP-102 (Propane)	Spherical	5000m ³
SP-103 (LPG Mix)	Spherical	5000m ³
SP-104 (LPG Mix)	Spherical	5000m ³
SP-105 (LPG Mix)	Spherical	5000m ³
D-101 (LPG Mix)	Cylindrical	180m ³
D-102 (LPG Mix)	Cylindrical	180m ³

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D-301 (LPG Mix)	Cylindrical	115m³
D-302 (LPG Mix)	Cylindrical	115m³
D-303 (LPG Mix)	Cylindrical	115m³
D-304 (LPG Mix)	Cylindrical	115m³

3.8.2 Dangerous Goods Handling Equipment and Installations:

- ✓ Dangerous goods coming to our shore facility with LPG Tankers are transferred to the tank storage facilities in our facility by pipelines.
- ✓ Besides, 6 LPG Pumps (4 X 200 m³/h, 2 X 100 m³/h LPG pumps) are used in the handling of dangerous goods at the facility.

3.8.3 Actions to be Taken If Dangerous Goods Cannot Be Stored in the Area where they are Unloaded at the Pier or Wharf:

- ✓ All of the dangerous goods coming to our shore facility are stored in the existing tank warehouses in our facility.
- ✓ Besides, packed and packaged dangerous goods coming by land are stored in closed storage areas.
- ✓ No dangerous goods are handled at our coastal facility that will be transported outside the coastal facility as soon as possible.

3.8.4 Information on Packaging of Dangerous Goods and Risk and Safety Measures:

Packing/packageging is not performed in our coastal facility.

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Ventilated Dust Mask		-	405553										
Full Face Gas Mask-Chemical		EN 136	400273										
Full Face Gas Mask Filter - Chemical		EN 14387+ EN 143 Screw	400279										For Breathing Set - Screw type. For fuel oil additives: A2B2E2K1 Filter is used.
Half Face Gas Mask		EN 140	405554										(Bayonet filter attached) In use
Half Face Gas Mask Filter		EN 14387 + EN 143 Bayonet	405555										For PAINT-TINER ABEK 1 Filtered For Ethyl Mercaptan: P2 Filtered

PERSONAL PROTECTIVE EQUIPMENT LIST	PROTECTION TYPE	REF: TSE/ EN	SAP REQUEST CODE	USER CODE (*optional)	1. DELIVERY					2. DELIVERY					EXPLANATION
Aluminized Dress	EMERGENCY		700274												
Firefighter Suit (Nomeks Fire Fighting Suit)			700274												
Boots Hard Hat-Gloves- tk															
Firefighter raincoat			406641												
Antistatic flame retardant vest			256042 (Yellow) 256043 (Orange)	IFG											
Chemical Protection Coverall (3 layers)		EN 14605	400269												
Respiratory Kit (Tube, Mask)		EN 137	700978												

3.8.6 Teams to Interfere with Fire at Dangerous Goods Handling Area, Equipment of These Teams, Fire Extinguishing Systems and First Aid Units:

- ✓ The list and duties of the personnel who will fight the fire in our coastal facility, the fire extinguishing systems and the first aid teams and the duties of these teams are also specified in the "Emergency Action Plan" and "Emergency Crisis Management Plan".
- ✓ The firefighting team in our coastal facility is equipped with firefighting equipment and fire extinguishers, first aid units and equipment are always ready for use.
- ✓ Information on the fire protection systems in our coastal facility is specified in the Dangerous Goods Handling Guide Article 8.10, 8.11, 8.12.

3.8.7 Preparation of Emergency Evacuation Plan for the Evacuation of Vessels and Marine Vehicles from Coastal Facilities in Emergency Situations by Coastal Facility Operators:

There is an "Emergency Evacuation Plan (PLN 007)" prepared by our facility.

3.8.8 Matters Regarding Fire, Security and Safety Measures to be taken by Coastal Facility Operators:

- ✓ Measures taken regarding fire in our coastal facility are specified in the "Emergency Action Plan" and "Emergency Crisis Management Plan".
- ✓ The measures taken regarding security at our facility are specified in the "Port Facility Security Plan" prepared within the scope of ISPS CODE.

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- ✓ Matters regarding the safety measures taken at our facility are specified in Article-9 of the "Dangerous Cargo Handling Guide".

3.8.9 Required Training and Certificates within the scope of the Directive on the IMDG Code Training Seminar Published with the Ministry's Approval dated 26.07.2019 and numbered 56617:

- ✓ The personnel involved in the dangerous cargo handling operation have received "General Awareness Training, Job-Specific Training, Renewal Training for Safety Trainings" according to the aforementioned regulation and have certificates. The certificates obtained are kept in the training records file.
- ✓ Persons who have not received training and do not have a certificate are not allowed to take part in dangerous goods handling operations and to enter the areas where these operations are carried out.

4. CLASSES, TRANSPORTATION, LOADING/ DISCHARGE, HANDLING, SEPARATION, STACKING and STORAGE OF HAZARDOUS LOADS

4.1 Classes of Dangerous Goods:

All cargoes (including mixtures and solutions) and articles subject to the provisions of the IMDG Code fall into one/more of the hazard classes, from Class 1 to Class 9, according to the danger they present or the most predominant danger. Dangerous goods classes determined according to IMDG Code rules are listed below.

In our coastal facility, only dangerous goods coming by sea

Class 2.1 Flammable Gas, UN1965 HYDROCARBON GAS MIXTURE, LIQUEFIED, N.O.S. (LPG Mixture and Propane) are handled.

Danger Classes (Table.1.5.Danger Classes Table)

- **Class 1. Explosives.**

	Class 1.1: Mass Explosive Substances and Objects Contains explosives that can cause a mass explosion. Affects almost all charges in an explosion.
	Class 1.2: Substances and articles which have a projection hazard but not a mass explosion hazard Contains explosives that have the risk of throwing fragments but will not cause a massive explosion.

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	Class 1.3 Substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both
	Class 1.4: Substances and articles which present no significant hazard only a small hazard in the event of ignition during transport with any effects largely Restricted to the package.
	Class 1.5: Very insensitive substances which have a mass explosion hazard It includes very low sensitivity explosives that can explode in mass but explode very hard.
	Class 1.6: Extremely insensitive articles which do not have a mass explosion hazard It includes explosives that can explode very hard, have very low sensitivity and at the same time do not have the danger of mass explosion.

• Class 2.Gases

	Class 2.1: Flammable gases Substances weighing 454 kg (1001 lbs) that are gaseous below at 20°C (68°F). These substances have a pressure of 101.3 kPa (14.7psi) and a boiling point of 20°C (68°F) or less at this pressure. They are flammable at 101.3 kPa (14.7 psi) and air mixtures below 13%. Or, regardless of the lower limit, they are flammable in at least 12% air mixture and pressure of 101.3 kPa (14.7 psi).
	Class 2.2: Non-flammable, non-toxic gases This Class includes compressed gases, liquefied gases, pressurized cryogenic gases, compressed gases in a solution and oxidizing gases. Combustible and non-toxic gases are gases not included in Class 2.1 and 2.3 with a pressure content of 280 kPa (40.6 psia) at 20°C (68°F).
	Class 2.3: Toxic gases Toxic gases, which are known to be harmful to human health and pose a health hazard during transportation, at a temperature of 20°C and below, at a pressure of 101.3 kPa (Boiling points of 20°C or less under this pressure) These are substances with an LC50 value over 5000 ml/m3.

• Class 3. Flammable Liquids

	Flammable liquids are substances with a flash point of not more than 60.5°C (141°F), or in liquid form and kept heated for transport with a flash point of 37.8°C (100°F) or higher.
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• Class 4. Flammable Solids

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	Class 4.1: Flammable solids: They are solids that are flammable as they are. These materials can ignite by friction and have a combustion rate of more than 2.2 mm (0.087 inches) per second. Also included in this Class are metal powders which are flammable and all reacting in 10 minutes or less. Substances that are thermally unstable, react strongly exothermically without the participation of air, and are self-igniting are also in this category. Explosives included in Class 1 but deactivated, or substances specifically included in this Class by the manufacturer.
	Class 4.2: Spontaneously combustible Solids Self-igniting substances are pyrophoric substances. These are substances that ignite within the fifth minute of contact with air or heat up without the need for an additional energy source when they come into contact with air.
	Class 4.3: Dangerous when wet: These substances are substances that release flammable and toxic substances in contact with water. The danger measure is to release more than 1 Liter of gas per hour for 1 kg of substance.

- **Class.5. Oxidizing agents & organic peroxides.**

	Class 5.1. Oxidizing Agents It includes substances that cause or contribute to the combustion of other materials, usually by giving off oxygen, whether or not they are combustible themselves.
	Class 5.2. Organic peroxides Organic peroxides are thermally unstable models and can undergo exothermic and self-accelerating decomposition.

- **Class 6. Toxic and Germ-Infecting Substances**

	Class 6.1: Toxic substances Substances known to cause harm to humans during transport are classified as toxic substances. In addition, substances that are determined to be toxic in tests on animals are also considered dangerous for humans and are included in this category.
	Class 6.2: Infectious substances Infectious disease-containing substances are substances known or suspected to carry a pathogen. Pathogens are microorganisms (bacteria, viruses, fungi, etc.) or other factors that cause disease in animals or humans.

Class 7: Radioactive material

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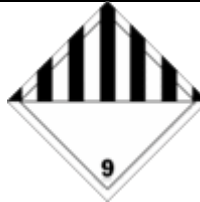
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	Substances bearing the yellow RADIOACTIVE III (LSA-III) label. Although this label is not used for some radioactive materials, they must have a poster showing the radioactivity.
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Class 8: Corrosives

	Corrosives They are substances that have an abrasive, thickness-reducing effect on human skin upon contact for a certain period of time. Substances that have a corrosive effect on steel and aluminum are also included in this Class.
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Class 9: Miscellaneous dangerous goods

	Miscellaneous other dangerous goods Substances that pose a hazard during carriage but do not comply with any of the defined Classes are included in this Class. This Class includes the following items: Anesthetics or other harmful substances. These are substances that may cause discomfort to the flight crew or vessel personnel, preventing them from performing their duties. Substances with increased temperature, harmful substances, residues harmful to human health, or substances with a risk of polluting the sea.
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4.2 Packages of Dangerous Goods:

Dangerous goods coming by sea at our coastal facility are in liquid bulk form, and packing and packaging are not performed in our facility.

4.3 Placards, Plates, Brands and Labels for Dangerous Goods:

The following placards, markings and labels are made for dangerous goods arriving by sea at our port facility.



Class.2.1. Flammable Gases

4.4 Signs of Dangerous Goods and Packing Groups:

UN1965 HYDROCARBON GAS MIXTURE, LIQUEFIED, N.O.S. (LPG Mixture and Propane) is not included in the packaging group.

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4.5 Separation Tables in Vessel and Shore Facility According to Classes of Dangerous Goods:

Since the dangerous goods coming to our port facility by sea are one type of product on the vessel and at the port, and there is no cargo belonging to other hazard classes, the separation provisions are not applied.

4.6 Separation Distances and Separation Terms of Dangerous Goods in Warehouse Storages:

Dangerous goods coming to our port facility by sea are stored in tank storages and segregation provisions are not applied since there is no storage in the closed area or warehouse.

5. MANUAL ON DANGEROUS LOADS HANDLED ON THE COASTAL FACILITY

In order to contribute to the safe fulfillment of dangerous cargo loading/unloading, handling and temporary storage activities of our Coastal Facility, A Dangerous Goods Handbook, in dimensions that can be carried in a pocket, INCLUDING Dangerous Goods Classes, packages, packages, labels, signs and packaging groups of dangerous goods, Separation Tables of dangerous goods on the vessel and in the coastal facility according to their Class, separation distances of dangerous goods in warehouse storages, separation terms, dangerous cargo documents, dangerous goods emergency response action flow diagram, emergency contact information, emergency equipment locations, operating instructions and shore facility rules prepared and made available to those concerned. This manual is distributed to the facility personnel about the training received on the subject.

Prepared Dangerous Goods Handbook is attached as Annex-10.

6. OPERATIONAL ISSUES

6.1 Procedures for Safely Docking, Mooring, Loading/Discharging, Shelter or Anchoring of Vessels Carrying Dangerous Cargo, Day and Night:

6.1.1 General Issues:

- ✓ Vessels carrying dangerous goods are berthed to buoys with pilots and tugboats during the night, preferably during the day, in accordance with the provisions of the Ports Regulation and in line with the instructions of the regional port authority, if any.
- ✓ The Pilot is informed about the dangerous loads on the vessel before the maneuver.
- ✓ Considering the position of the vessel with dangerous cargo on the buoy, berthing is planned after the vessel is secured for risky situations.

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- ✓ If the application of the Vessel Captain regarding the tying of the vessels is not considered safe for the port, it is requested from the Vessel Captain to tie the vessel with additional ropes.
- ✓ In cases where conditions such as unfavorable weather conditions, currents and winds are considered to make the loading/unloading unsafe, measures such as stopping the activity or even anchoring the vessel at a place away from the pier.
- ✓ For vessels carrying dangerous cargo, anchorage areas are different, and vessels wait at these anchorages allocated to them.

6.1.2 Principles of Practice in Our Coastal Facility

• Notification of Vessel Arrival

- ✓ Customer company officials inform the Terminal Manager about the vessel program (bill of lading amount and propane percentage) via e-mail.

• Preparations (Made at least 24 hours in advance)

- ✓ The Terminal Manager submits a petition to the Customs Directorate for berthing permission, for the personnel to board the vessel to the Customs Enforcement, to inform BOTAŞ, the Regional Port Authority, the Coast Guard, and the Gendarmerie.
- ✓ Terminal Manager makes the necessary organizations with pilotage and tugboat (Botaş), Loading Master, surveyor, service boat and hose coupling/emergency boat service organizations and individuals.
- ✓ Terminal Manager sends the letter of undertaking prepared to confirm the acceptance of the service fee by the agency to the vessel agency by fax.

• Berthing the Vessel

- ✓ When Vessel arrives at the port borders, it makes a NOR (notice of readiness letter).
- ✓ The vessel agency provides customs procedures (such as arrival control and manifest registration) related to the vessel.
- ✓ Following the completion of customs procedures by the vessel agency, the Terminal Manager notifies Botaş PILOT about the appropriate time for docking the vessel to the buoy and ensures mutual agreement.
- ✓ Terminal Manager organizes BOTAŞ pilot, loading master and mooring/hose mooring operations.

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- ✓ After the vessel is docked and tied to the buoy by the pilot, the loading master, the surveyor, the operator and the hose coupling staff go aboard the vessel.

- ✓ The Vessel/Shore Safety Checklist (xxx) prepared by the vessel and the terminal according to ISGOTT is filled and the document is signed by both parties. The parties receive one copy each.

• **Starting Discharging**

- ✓ The discharge process is initiated under the supervision of the Loading Master and Surveyor following the delivery of the discharge permits documents to the terminal.
- ✓ Vessel manifold temperature, pressure values, hourly discharge amounts and density values are recorded in vessel discharge tracking form (FRM.030) by the filling operator every hour during the discharge.
- ✓ The Loading Master and the filling operator contact each hour to compare the Coast and Vessel discharge quantities. If the difference value shows an increase compared to the beginning, the evacuation is stopped with the approval of the Terminal Manager, necessary controls are made and the reason for the difference is tried to be determined.
- ✓ The filling operator takes a sample and a witness sample, one from each parcel specified in the bill of lading(s), from the sample tap on the discharge line when the mixture ratios of the discharged product are in the desired order (TLM.003). After the necessary information is written on the label (FRM.057), the samples are sent to the contracted analysis laboratory(s) of the supplier companies, together with the dispatch form (FRM.058) and the evacuation analysis request form (FRM.102), after the completion of the evacuation.

• **Termination of Discharge**

- ✓ The Loading Master terminates the discharge process with the approval of the terminal manager when the planned discharge amount is reached.
- ✓ The filling operator calculates the total amount of product discharged to the shore tanks (STF: Shore Tank Figure) by taking the closing values (Enraf) (FRM.029).
- ✓ The operator fills in FRM.029. By using these values, the Terminal Manager issues the Shore Tank Report (RAP.000) and calculates coast values.
- ✓ The vessel and terminal values are compared and in case of a difference (0.1%) against the terminal, a protest letter (FRM.031) is given to the vessel. Relevant units are informed.

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- ✓ The Terminal Manager instructs the Loading Master to protest the vessel (FRM. 026-031-032-033-034-035-083) on all issues related to quality and quantity that do not comply with the discharge plan and conditions.

6.2 Procedures Regarding Additional Measures to be taken According to Seasonal Conditions for the Loading and Discharging of Dangerous Goods:

- ✓ Seasonal conditions should be taken into account when loading/discharging dangerous goods. In extreme hot, extremely cold, extremely rainy weather, poor visibility, lightning and electrically charged weather, the handling of flammable, explosive, explosive loads is delayed or stopped for a while.
- ✓ It is planned to continue loading / discharging in unfavorable conditions or to keep fire, fire brigade, fire extinguisher tugboats, and emergency response teams in conditions that can respond to a possible undesirable situation in a short time.
- ✓ In case of continuation of similar conditions, it is ensured that the personnel who work is chosen from the experienced personnel, that the rest periods are planned frequently in extreme intensive studies and those measures such as increasing the lighting are taken.

6.3 Procedures for Keeping Combustible, Flammable and Explosive Cargoes Away from Spark-Creating/May Generate Operations and Not Operating Vehicles, Equipment or Tools that Generate/Create Sparks in Dangerous Goods Handling, Stacking and Storage Areas:

- ✓ In dangerous cargo areas, the following points must be ensured when handling dangerous goods, especially when working with flammable, combustible and explosive materials:
 - Not performing hot works (welding, cutting, etc.), working in a controlled manner by taking technical safety measures when necessary,
 - Using ex-proof (non-sparking) hand tools,
 - Working with experienced personnel,
 - Informing the relevant units before the work,
 - Briefing the personnel who will work in the field,
 - Making measurements of the presence of toxic, suffocating gases and sufficient oxygen, especially in indoor works, and keeping the measuring devices ready for use,
 - Keeping protective measures such as water screen, protective separation, mechanical ventilation and equipment ready for use,
- ✓ It is ensured that the personnel who will do hot work is provided with protective clothing and equipment and, when necessary, with closed circuit breathing apparatus.

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- ✓ In hot works, it is ensured that emergency teams are assigned to intervene in a possible undesired situation in a short time.

7. DOCUMENTATION, CONTROL AND RECORD

7.1 Procedures Regarding All Mandatory Documents, Information and Documents Related to Dangerous Goods, Procurement and Control of These by Relevant Persons::

7.1.1 The following IMO documents regarding dangerous goods are kept up-to-date in our Coastal Facility.

- SOLAS 2020
- IMDG Code, Volume 1,2 and Supplementary Book
- IGC Code
- IBC Code
- MARPOL Annex-1, Annex-2
- ISGOTT

7.1.2 In order for the dangerous goods arriving at our Coastal Facility to safely handle and to take appropriate precautions, the following detailed documents are required...

- Dangerous Cargo Notification Document
- Container/Vehicle Packaging Certificate
- Documents Required in Vessel
- Other Required Documents and Information
- Multi-Mode Dangerous Goods Transport Form

7.1.2.1 Dangerous Cargo Notification Document

The shipping documents prepared by the shipper must include a "Signed Certificate or Dangerous Goods Notification Document" stating that the shipment to be transported is properly packaged, marked, labeled and in suitable conditions for shipment.

At least twenty-four hours before entering the port administrative area, Vessel and marine vehicle carrying dangerous cargo submits the notification document containing detailed information about the cargoes to the regional port authority in writing, through the relevant persons. Vessels and marine vessels with a cruising time of less than twenty-four hours until entering the port area should do the same, immediately after their departure from the coastal facility.

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The cargo person has to notify the coastal facility at least 3 hours before entering the coastal facility regarding the dangerous goods coming by highway and rail.

In the event that the notification obligation is not complied with or the notifications do not contain correct information, administrative action may be taken against the notifier and they may lose the order of approaching, departing or passing, if any.

When the Dangerous Goods Notification Document is provided to the carrier by EDP (Electronic Information Processing) or EDI (Electronic Information Exchange) techniques, the sender information will be produced without delay as a printed document in the required order in this section.

Dangerous Goods Notification Document can be in any form provided that it contains all the information specified in IMDG Code Section 5.4.

7.1.2.2 Documents Required in Vessel

Each vessel carrying dangerous cargo and marine pollutants shall have a special list, manifest or stowage plan regarding the names and locations of dangerous cargoes and marine pollutants. This particular list and manifest will be based on the documents and certificates required in the IMDG Code.

A detailed stowage plan determined as Class and showing the locations of all dangerous cargoes and marine pollutants can be used instead of this special list or manifest.

For dangerous goods shipments, appropriate information will be at hand at any time to be used in the emergency response to all kinds of accidents and incidents related to dangerous goods during transportation. This information will be away from packages containing dangerous goods and can be accessed immediately in case of an event. The information to be used in the emergency response will be found in the following documents.

- Special list in the manifest or dangerous goods declaration,
- In a separate document such as a safety data sheet,
- In separate documents, such as the Medical First Aid Guide (MFAG) for Use in Accidents Involving Hazardous Substances, and the "Emergency Response Methods for Vessels Carrying Dangerous Goods (EMS Guide)" to be used in conjunction with the transport document.
- Other necessary information and documents

In certain cases, the following special certificates or documents will be required:

- An air abrasion certificate as required for certain entries in the Dangerous Goods List
- A certificate that excludes the substance, material or object from the provisions of IMDG (see separate entries for charcoal, fish food, seed meal, etc.);

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- A notification by the competent authority of the country of origin on the approved Classification and transport conditions, for new self-reactive substances and organic peroxides or new formulations of currently assigned self-reactive substances and organic peroxides,

7.1.2.3 Multi-Mode Dangerous Goods Transport Form

Multi-Mode Dangerous Goods Transport Form is a form that can be used as a combined dangerous goods declaration and container packaging certificate regarding the transportation of dangerous goods in more than one mode.

Example of Multi-Mode Dangerous Goods Transport Form is presented in ANNEX-18.

7.2 Procedures for Keeping the Up-to-Date List of All Dangerous Goods in the Coastal Facility Site and Other Related Information Regularly and Completely:

Our Coastal Facility is obliged to present the information indicating the class, quantity, emergency response methods and locations of all dangerous goods present in the facility, when requested.

The records of the dangerous goods handled in our facility are kept regularly and completely by the operations department, including the following information.

- UN Number,
- Proper Shipping Name (PSN-Proper Shipping Name),
- Hazard Class (with secondary hazards),
- Packing Group (For Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9),
- Whether it is a Marine Pollutant,
- Buyer,
- Sender
- seal number,
- Additional Information (Glare, Ignition degree, viscosity, etc.),
- Where it is stored in the coastal facility area,
- Length of stay in the port,

The above-mentioned information is kept in a computer environment or in a file order so that only authorized personnel can access it and is displayed when requested.

Our coastal facility keeps up-to-date the Class and quantity information of the dangerous goods it handles throughout the year and reports it to the regional port authority in quarterly periods.

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7.3 Procedures for whether Controlling that Dangerous Goods Arriving at the Facility is Properly Defined, Correct Shipping Names of Dangerous Goods are Used, Certified, Packed/Packed, Labeled and declared and Loaded and Transported Safely to the Package, Container or Cargo Transport Unit in Compliance with the Rules and Reporting the Control Results:

They check the accuracy of the following information on the dangerous goods documents issued by the Sender of the dangerous goods to be accepted to the coastal facility in coordination with the planning and operation:

- UN Number,
- Proper Shipping Name (PSN-Proper Shipping Name),
- Hazard Class (with secondary hazards),
- Packing Group (For Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9),
- Whether it is a Marine Pollutant,
- Seal number,
- Additional Information (Glare, Ignition degree, viscosity etc. information)
- Where to store in the Coastal Facility area

This information is conveyed to the Tallymen, Field Supervisors, Warehouse Officers, HSE and the personnel who need to know, through the terminals/documents, and the control of the incoming dangerous cargo is ensured.

In case of differences between the information coming from the operation and the information of the cargo, the Operation is immediately informed and the Shipper is instructed to verify the information about the dangerous cargo / vehicle / container and to correct the missing and incorrect label brands.

7.4 Procedures for Obtaining and Keeping a Safety Data Sheet (SDS):

As of January 1, 2014, it is obligatory to have a Safety Data Sheet (SDS) containing the following information, together with the dangerous goods to be transported in all modes of transport (Road, Railroad, Airway and Seaway) by the laws of our country.

- UN Number,
- Proper Shipping Name (PSN-Proper Shipping Name)
(Required for sea freight)
- Hazard Class (with secondary hazards),
- Packing Group (For Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9),
- Whether it is a Marine Pollutant,
- Tunnel Restriction Code (Required for road transport.)

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It is checked that the Safety Data Sheet (SDS) is included with the dangerous goods for all dangerous goods accepted to our shore facility.

7.5 Procedures for Keeping Records and Statistics of Dangerous Goods:

The Administration requires that the report containing the information about the dangerous goods handled in our coastal facility be reported to the Regional Port Authority in quarterly periods.

Statistical evaluations from the records of the dangerous goods handled annually in our coastal facility are made by the trade and operations departments.

The monthly count and control reports of dangerous goods stored in our field are prepared by the operations department and submitted to the management.

Records and reports are archived by the departments in 5-year periods.

7.6 Procedures on Quality Management System:

We have **Management Systems** (ISO 9001, ISO 45001, ISO 14001) certificates with a proactive approach in our coastal facility to carry out the service processes in a safe, secure and environmentally friendly manner within the scope of the relevant management systems, to prevent accidents and to minimize the damage that possible accidents may cause to people, the environment and equipment and we also have adopted the principle of continuous improvement with the **Accident Prevention Policy** (KOP) and related procedures and instructions.

8. EMERGENCY ISSUES, BEING PREPARED FOR EMERGENCY SITUATIONS AND TO RESPOND TO THEM

8.1 Intervention Procedures for Dangerous Cargoes and Dangerous Situations Composed by Dangerous Cargoes that Create/Can Create Risk to Life, Property and/or Environment:

8.1.1 General Issues

Dangerous goods arriving, handled, stored, loaded and discharged to the coastal facility create unique hazards such as explosion, fire and poisoning. For this reason, it is extremely important to develop, publish and implement a Hazardous Material Emergency Plan in cooperation with local emergency teams in order to cope with the emergencies that the facility may encounter.

The following points are taken into account in the formation of the emergency strategy at the coastal facility;

- Prevention of Accidents
- Preparation of Emergency Action Plan
- Implementation and Practice of Emergency Procedures
- Regular Checking of Emergency Equipment
- Implementation of the Plan when an Emergency Occurs

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- Incident Analysis and Report to Prevent Recurrence of the Emergency

8.1.2. Intervention Procedures for Dangerous Cargoes in Our Facility that Create/Can Create Risk to Life, Property and/or the Environment and Dangerous Situations that are related with Dangerous Cargoes:

Intervention to dangerous situations is carried out according to the Hazardous Material Emergency Plan, Emergency and Crisis Management Plan, Emergency Action Plan, Emergency Teams Task Instruction prepared by our facility. Considering the dangerous goods handled in our facility, the main principles for responding to emergency situations are as follows.

8.1.2.1. UN 1965 (LPG MIXTURE /PROPANE)

Emergency	Response
In Case of Gas Leakage	- o Take people who are indoors out to the open air. - o Ventilate closed areas thoroughly. - o Close the valves of the tanks. - o Do not play with electrical switches. - o Do not make any hard movements.
In Case of Fire	- o Make an immediate alarm and evacuate all personnel to the assembly area. - o Respond to the fire with the emergency response team. - o Inform the nearest fire department. - o Close the valves of the LPG tanks in the area. - o Cool with water to reduce the temperature of LPG tanks. Respond to the fire as follows. ✓ Try to extinguish the fire by suffocating it by performing first aid with dry chemical powder portable fire extinguishers. ✓ Extinguish the fire by cooling with water cannons, pulverized lances and sprinkler system available in our facility.

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8.2 Information on the Opportunity, Capability and Capacity of the Coastal Facility to Respond to Emergency Situations:

Possibility, Capability and Capacity to respond to the Fire	• 2 Storage Tanks (2X3000 m³) • 2 Diesel Pumps (1000 m³/h) • 1 Diesel Pump (500 m³/h) • 1 Diesel Pump (300 m³/h) • 1 Electric Pump (300 m³/h) • 1 Joker Pump (50 m³/h) • Fire Circuit Pressure 11 Bar • Water Connection from 4" Mains Line • 9 Monitors • portable Monitors • 13 Hydrants and 26 Reels connected to them • 9 Pieces 50 Kg Dry Chemical Powder • 17 Pieces of 12 Kg Dry Chemical Powder • 10 Pieces of 6 Kg. Dry Chemical Powder • 1 Piece of 30 Kg. CO2 Tube • 4 Pieces of 6 Kg. CO2 Tube • There are sprinkler cooling systems that are automatically activated at the top, equator and lower curtain concrete in spherical tanks, LPG pump stations and tanker filling stations at the top of cylindrical tanks. • There is an automatic gas extinguishing system in the electrical panel room and an automatic CO2 gas extinguishing system in the transformer room.
Leakage and Spill Opportunity, Capability and Capacity	It is specified in Annex-14

8.3. Arrangements Regarding First Responding to Accidents Involving Dangerous Goods

8.3.1 Principles Regarding First Response to Accidents involving Dangerous Goods Handled in Our Facility

Medical First Aid Guide (MFAG) is used in accidents involving dangerous substances.

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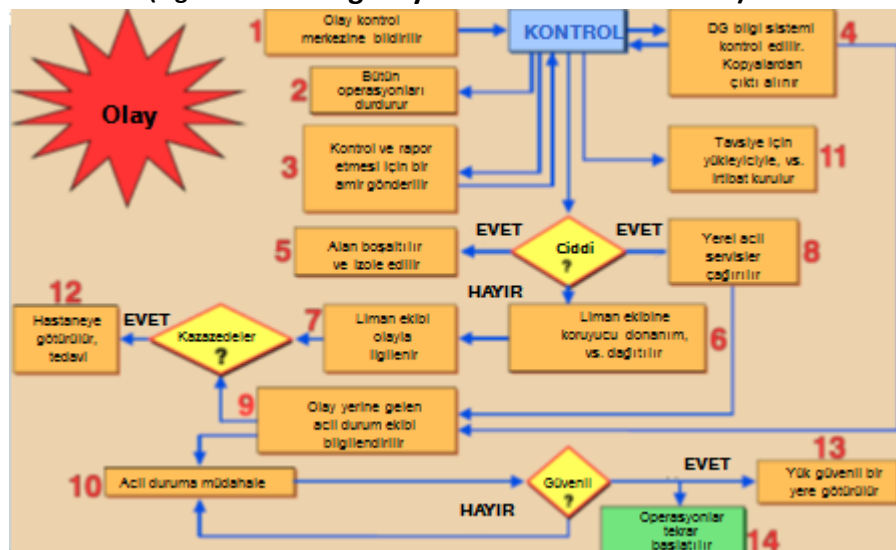
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Dangerous Cargo	Responding Principles
UN 1965 (LPG KARIŞIM/PROPAN)	- Take the person exposed to LPG/PROPAN inhalation to the open air and rest. - If breathing difficulties, seek medical help. - If there is no breathing, give artificial respiration, give oxygen, and call for medical help. - Immediately wash the contacted parts with plenty of clean water. - Immediately remove contaminated clothing. - Remove items such as watches, rings, bracelets if they are not stuck, if they are, leave them as they are. - Do not rapidly rewarm the liquid contacted limb, rather do it slowly. - In case of contact with the eyes, immediately flush the eye with clean water for 15 minutes and cover the eye with a sterile compress. - In important cases, take the patient to a nearby medical center. - Our first aid team personnel will use full-face protection, respiratory system support, head and neck protective clothing, gloves and protective antistatic boots against the risks that may arise, and they will not use cigarettes and mobile phones, etc. will not use tools.

8.4. Notifications to be Made Inside and Outside the Facility in Emergency Situations

8.4.1 The flow chart of notifications to be made in emergency situations at our Coastal Facility is as follows;

Emergency Notification flow Chart
(Figure 1.1. Emergency Notification flow Chart)



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8.4.2. The issues to be done in emergency situations in our facility are specified in the Emergency General Communications Plan.

8.5. Accident Reporting Procedures

Accidents/incidents related to dangerous goods in our facility will be reported to the Regional Port Authority within 3 hours at the latest by using the VHF radio system or other communication tools. Following this notification, a written report containing the opinions regarding the accident/incident will be sent to the regional port authority within 24 hours at the latest.

8.6. Coordination, Support and Cooperation Method with Official Authorities

The method of coordination, support and cooperation with official authorities is as stated in the Emergency Crisis Management Plan, General Communication Plan for Emergencies and Emergency Action Plan prepared by our Coastal Facility.

8.7. Emergency Evacuation Plan for Removal of Vessels and Marine Vessels from the Coastal Facility in Emergency Situations

The emergency evacuation plan for the removal of vessels and marine vessels from the shore facility in case of emergency is as specified in the Emergency Abandonment Plan prepared by our shore facility.

8.8. Procedures for Handling and Disposal of Damaged Dangerous Goods and Wastes Contaminated by Dangerous Goods

There is a Safety Data Sheet (SDS) for each dangerous cargo handled in our facility. In the aforementioned forms, the handling and disposal of damaged dangerous cargoes and wastes contaminated by dangerous goods are taken into account.

8.9 Emergency Drills and Their Records

8.9.1 The trainings required by the persons engaged in activities related to dangerous cargoes are implemented as stated below:

- ✓ Every person involved in the transportation or handling of dangerous goods should receive training in proportion to their responsibilities regarding the safe transportation or handling of dangerous goods.
- ✓ Shore personnel should receive general awareness training, task-specific training and safety training.

The duties of those who will receive training may be as follows:

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- Classifying the dangerous goods and defining the proper freight names of the dangerous goods;
- Packing dangerous goods into packages;
- Marking or labeling dangerous goods;
- Opening/closing the packages of dangerous goods transport units;
- Preparing shipping documents for dangerous goods
- Offering dangerous goods for transport;
- Accepting or receiving dangerous goods for transport;
- Handling dangerous goods in transit;
- Preparing dangerous goods loading/stacking plans;
- Loading/unloading dangerous goods from vessels/vessels;
- Carrying dangerous goods in transit;
- Deactivating dangerous goods packages/packages;
- Measuring and taking samples from dangerous goods warehouses;
- Washing the dangerous goods warehouses in accordance with the approved procedures and regulations;
- Enforcing, monitoring or implementing compliance with legal requirements and rules and regulations; or
- Otherwise involving in the transport of dangerous goods as determined by the competent authority.

8.9.2. The trainings required by the persons engaged in activities related to dangerous goods are implemented as stated below:

- ✓ Every person involved in the transportation or handling of dangerous goods should receive training in proportion to their responsibilities regarding the safe transportation or handling of dangerous goods.
- ✓ Shore personnel should receive general awareness training, task-specific training and safety training.

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The duties of those who will receive training may be as follows:

- Classifying the dangerous goods and defining the proper freight names of the dangerous goods;
- Classifying the dangerous goods and defining the proper freight names of the dangerous goods;
- Packing dangerous goods into packages;
- Marking or labeling dangerous goods;
- Opening/closing the packages of dangerous goods transport units;
- Preparing shipping documents for dangerous goods
- Handling dangerous goods in transit;
- Preparing dangerous goods loading/stacking plans;
- Loading/unloading dangerous goods from vessels/vessels;
- Carrying dangerous goods in transit;
- Deactivating dangerous goods packages/packages;
- Measuring and taking samples from dangerous goods warehouses;
- Washing the dangerous goods warehouses in accordance with the approved procedures and regulations;
- Enforcing, monitoring or implementing compliance with legal requirements and rules and regulations; or
- Otherwise involving in the transport of dangerous goods as determined by the competent authority.

8.9.3 The content of the trainings required by the persons engaged in activities related to Dangerous Goods is as follows:

- **General Awareness Training**

Everyone receives training in proportion to their duties related to the safe transportation or handling of dangerous goods. The training defines the general hazards of the loads involved and the legal requirements. This training includes the definition of dangerous goods types and classes, labeling, marking, packaging, separation and compliance with requirements, purpose definition and content of shipping documents, and definitions of current emergency responses.

- **Duty Specific Training**

Everyone should receive detailed training on the specific requirements for the safe transport or handling of dangerous cargoes in accordance with the function they perform.

- **Safety Training**

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Everyone should receive training on the following regarding the risks and functions performed in the case of dangerous cargo release:

- Packaging – accident prevention methods and procedures for proper stacking and separation of handling equipment and dangerous goods;
- Required emergency response information and how they are used;
- How to avoid exposure to hazards, including the general hazards of the various types and Classes of dangerous goods and, where appropriate, the use of personal protective clothing and equipment;
- Emergency procedures to be followed in the unintentional release of dangerous cargo, including any emergency procedures for which the person is responsible and personal protection procedures to be followed.

8.9.4 Records of the training received by the persons engaged in activities related to dangerous cargoes, records of all safety trainings are kept by the port facility management and are given to the employee if requested.

8.9.5 Drills and Records Related to Dangerous Goods

- ✓ **Drills:** In order to be prepared for emergencies within the facility, the personnel in the emergency organization are prepared for their duties with various trainings. Trainings are carried out with the support of specialist organizations when necessary. In this context, the relevant personnel at the port received IMDG CODE training on Dangerous Goods and were certified. It is planned to carry out and implement the drills in order to test the adequacy of the emergency plans and to be prepared for real situations, according to the worst scenarios that may occur at the facility.
- ✓ **Drill Scenarios:** In the exercise planning, the worst scenario is foreseen as a single event or a combination of events that the facility may encounter. In line with the prepared scenarios, exercises are implemented in the fastest and most effective way.

Emergency Drills to be Made within the Shore Facility:

- The port should be specified in the annual training plans.
- They can be planned as a local or general intervention,
- Safety, spill etc. can be combined into the drill scenarios,
- Drills can be made with or without notice.
- The drills are based on various emergency scenarios.
- Either actual drills can be made or they can be performed as a seminar.
- Different time, day, season and event scenarios are prepared for each drill.

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8.10 Information on Fire Protection Systems

Within the scope of fire protection systems in our facility, there are storage tanks, hydrants, fire monitors, sprinklers, portable fire extinguishers and fire alarm buttons. Information on fire protection systems is as specified in Article 8.2.

8.11 Procedures regarding Approval, Inspection, Testing, Maintenance and Availability of Fire Protection Systems

Approval was obtained from Tekirdağ Metropolitan Municipality Fire Brigade Department regarding the approval and inspection of fire protection systems in our facility.

Testing, maintenance and keeping the fire protection systems ready for use are done by our facility on a weekly and monthly basis and are recorded in the control forms.

Periodic control of fire equipment is carried out annually by the Edirne Branch of the Chamber of Mechanical Engineers of TMMOB.

8.12 Precautions to be Taken in the Cases when the Fire Protection Systems are not Working

When the fire protection systems do not work in our coastal facility, firstly the possibilities of using the facilities of the neighboring facility are investigated, and then the local fire department in the region is informed. The incident is intervened by using all the possibilities of the region.

8.13 Other Risk Control Equipment

Other risk control equipment is not available.

9 OCCUPATIONAL HEALTH AND SAFETY

9.1 Occupational Health and Safety Measures

The objectives of the occupational health and safety works in our facility are listed below;

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➤ **To Protect the Employees**

It constitutes the main purpose of occupational health and safety works. It is aimed to ensure mental and physical integrity by protecting employees against work accidents and occupational diseases.

➤ **To ensure the production safety**

Ensuring production safety in a workplace is especially important from an economic point of view, as it will result in increased productivity.

➤ **Ensuring Operational Security**

With the measures to be taken in the workplace, operational safety will be ensured as situations that may endanger the business such as machine malfunctions and shutdowns, explosion events, fire, which may arise due to work accidents or an unsafe and unhealthy working environment.

The measures specified in the "Occupational Health and Safety and Work Permit Procedure" and the "Contractor Safety and Security Instruction" prepared within the scope of Occupational Health and Safety in our facility are taken into consideration.

9.2 Information on Personal Protective Clothing and Procedures for Their Use

The personal protective clothing used in our coastal facility is in the standards specified in the following figure, and it is specified in Table attached as Annex-15, which shows which of these clothes will be worn by whom.



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9.3 Entry Permit Measures and Procedures for the Restricted Areas

A Work Permit Procedure has been established in order to prevent accidents and eliminate risks by providing a safe environment by applying the safety management system requirements during the works at our coastal facility.

Within the scope of this procedure, completely or partially closed volumes where the air inside the space can harm human health and safety due to the lack of natural air circulation is called "restricted area". The requirements of the work permit procedure are applied in works that require personnel to enter any restricted area or pits with a depth of more than 1.5 meters. If it is necessary to work with a fire in a closed or all-enclosed area, then a Hot Work Permit must also be issued/obtained.

While the work permit is given and the work continues, the Restricted Area Access Control Form and the relevant Work Permit are only for granting the indoor entry permit. Access Control Form is used to control whether the work is done within the framework of the given permission and rules. It is not meant to approve of the work to be done inside. Other control forms and annexes are prepared according to the work to be done inside. In all Restricted Area Entry Permits, gas measurement is duly performed by an authorized/qualified person. This leave is only valid for that working day.

Examples of the main hazards that may be encountered while working in closed spaces are as follows, these hazards are not limited to the following;

- Oxygen deficiency,
- Enriched oxygen,
- Nitrogen (N₂), carbon dioxide (CO₂), Halon etc. gases,
- Existence of flammable materials,
- Toxic substances,
- High level of noise,
- Static electricity generation (can create sparks),
- Radiation ionization-spread,
- Caves, collapses, landslides,

In the event of an emergency while working in a confined space, the Restricted Area Entry Permit becomes invalid. All personnel working in the area leave the area safely and go to the assembly point.

The original and annexes of the work permits and the work permit control forms are kept by the Terminal Management for a period of five years.

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10 OTHER ISSUES

10.1 Validity of Dangerous Goods Conformity Certificate

Our Coastal Facility's Dangerous Goods Compliance Certificate (TYUB) is valid until 07.06.2025, and the Dangerous Goods Compliance Certificate (TYUB) is renewed every 3 years with the permission of the Ministry, within the scope of the Directive on Issuing the Coastal Facility Dangerous Cargo Compliance Certificate.

10.2 Duties Defined for Dangerous Goods Safety Advisor

- ✓ To monitor compliance with the provisions of international agreements and contracts (ADR/RID/IMDG Code) in the transportation of dangerous goods.
- ✓ To provide suggestions to the business regarding the transportation of dangerous goods in accordance with the provisions of ADR / RID / IMDG Cod.
- ✓ To prepare the annual activity report of the enterprise regarding the transportation of dangerous goods within the first three months as of the end of the year and submit it to the Administration in electronic environment. (Annual reports are kept for 5 years and submitted to the administration upon request.)
- ✓ Determining the dangerous goods to be transported and determining the requirements and compliance procedures in the ADR/RID/IMDG Code regarding this article.
- ✓ To provide trainings or get them provided to the employees of the enterprise about the national and international legislation and the changes made in them, and to keep the records of this training.
- ✓ To determine the emergency procedures to be applied in case of an accident or a possible event that will affect the safety during the transportation, loading or unloading of dangerous goods, and to ensure that the drills related to these are carried out by the employees periodically.
- ✓ To ensure that measures are taken to prevent the reoccurrence of accidents or serious violations.
- ✓ To ensure that the special conditions stipulated by the legislation regarding the transport of dangerous goods are taken into account in the selection and employment of subcontractors or third parties.
- ✓ To monitor compliance with the requirements for the transport of dangerous goods.
- ✓ To offer suggestions to the coastal facility regarding the transportation of dangerous goods.

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10.3. Issues Regarding Carriers of Dangerous Goods at the Entry/Exit to and from the Coastal Facility by Road (Such as Documents Required by Road Vehicles Carrying Dangerous Goods at the Entry/Exit to/from the Port or Coastal Facility Area, Equipment and Tools Required by These Vehicles; Speed Limits in the Port Area Etc.)

10.3.1. Documents Required for Vehicles:

In accordance with the Agreement on the Road and International Transport of Dangerous Goods (ADR) and the Regulation on the Transport of Dangerous Goods by Road, documents required for vehicles are as follows:

- Transport Document
- Dangerous Goods Transport Driver Training Certificate (SRC-5),
- identification document bearing the holder's photo (identity card, driver's license or passport) for each personnel on duty in the vehicle,
- Written instruction given to the driver by the transporter regarding how the vehicle personnel will act in case of danger or accident in accordance with the ADR legislation.
- Multi-Mode Dangerous Goods Transportation Form for dangerous goods transported in more than one mode,
- ADR Certificate of Conformity valid for vehicles
- Dangerous Goods and Hazardous Waste Compulsory Liability Insurance policy for vehicles carrying dangerous goods

10.3.2. Equipment Required to be kept in Vehicles

- Portable fire extinguishers,
- Scotch suitable for the diameter and maximum mass of the wheel for each vehicle (at least 1 piece),
- Warning sign that can be dug (2 pieces)
- Eye rinse liquid
- Warning vest
- Portable lighting apparatus
- A pair of protective gloves
- Eye protection goggles
- Emergency mask
- Shovel
- Drainage seal
- Collection container

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10.3.3. Speed Limits in the Port Area:

The speed limits determined by our facility and on the traffic warning signs will be obeyed.

10.4. Issues Regarding Carriers of Dangerous Goods Coming to/Leaving the Coastal Facility by Seaway (Matters such as Day/Night Signs to be Displayed by Vessels and Marine Vehicles Carrying Dangerous Goods at the Port or Coastal Facility, Cold and Hot Working Procedures on Vessels)

10.4.1. Day/Night Signs to be Displayed by Vessels and Sea Vehicles Carrying Dangerous Goods at the Port or Coastal Facility:

The vessel arriving at the coastal facility and carrying dangerous goods will have the International Signal Code “B” during the day and 2 Fixed Red Lights at night.

10.4.2. Cold and Hot Working Procedures in Vessels Carrying Dangerous Cargo at the Coastal Facility:

Cold and/or hot works are not allowed on vessels carrying dangerous goods in the coastal facility.

10.5. Additional Considerations to be Added by the Shore Facility

(NONE)

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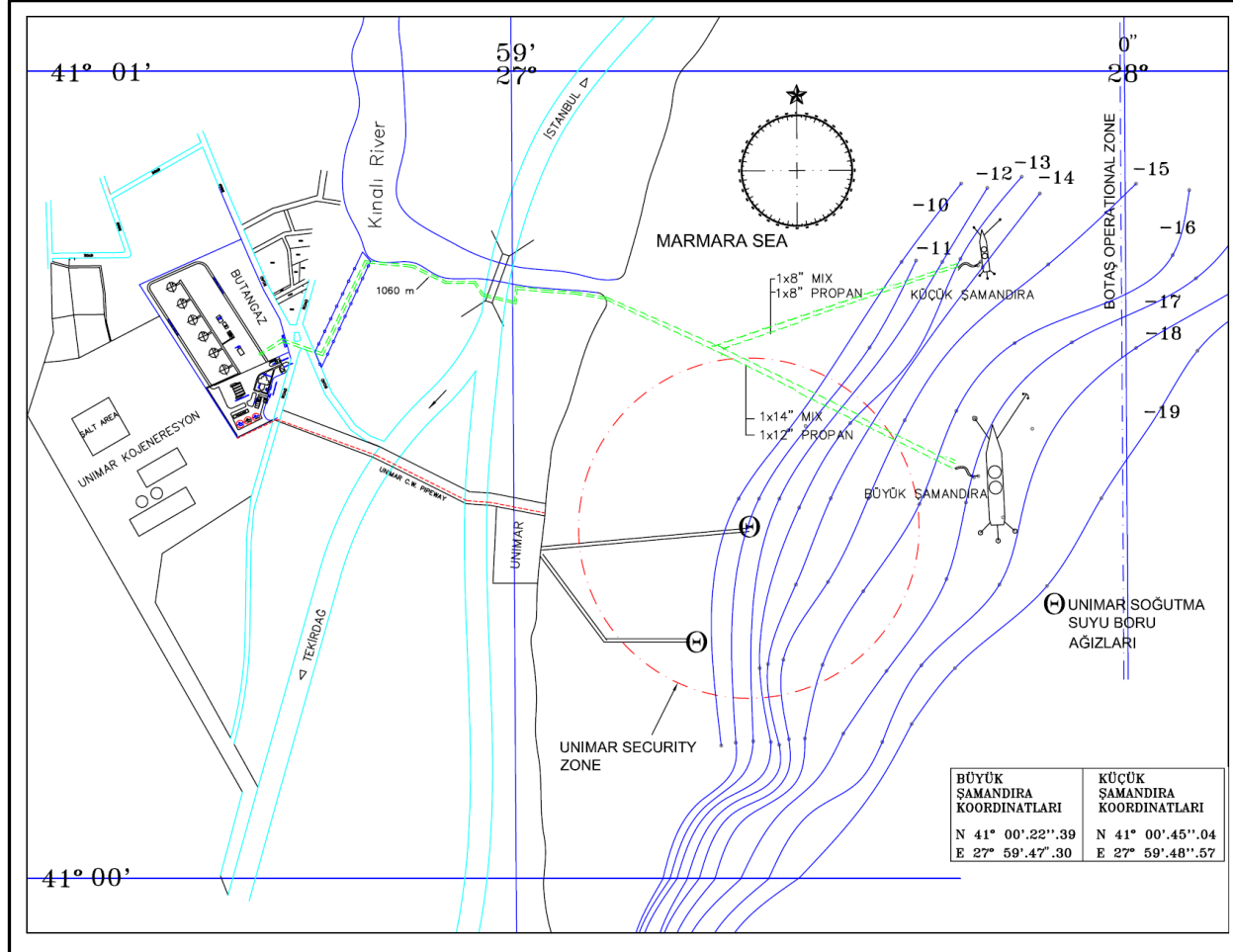
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11. ANNEXES

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GENERAL LAYOUT PLAN OF THE COASTAL FACILITY (MOORINGS)



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ANNEX-2 GENERAL VIEW PHOTOS OF THE COASTAL FACILITY



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ANNEX-3 EMERGENCY CONTACT POINTS AND CONTACT INFORMATION

General Directorate of Maritime Affairs OF Ministry of Transport and Infrastructure of the Republic of Turkey	
Tel: 0 312 203 10 00	Fax: 0312-231 33 06
	Ankara
Main Search and Rescue Coordination Center (AAKKM)	
Tel: 0 312 231 91 05 (hour) 0 312 232 47 83 (24 hour)	Fax: 0 312 232 08 23
e-mail: trmc@udhb.gov.tr	Ankara
General Directorate of Coastal Safety	
Tel: 0 212 252 22 94	Fax: 0 212 292 52 97
	İstanbul
Tekirdag Regional Port Authority	
Tel: 0 282 261 20 25	Fax: 0 282 262 92 62
	Tekirdağ
Tekirdağ Governorship	
Tel: 0 282 261 20 07	Fax: 0 282 261 87 25
	Tekirdağ
Marmara Ereğlisi Sub- Governorship	
Tel: 0 282 613 12 50	Fax: 0 282 613 13 11
	Tekirdağ
Tekirdag Metropolitan Municipality	
Tel: 0 282 258 59 00	Tekirdağ
Northern Sea Area Command	
Tel: 0212 254 31 50	İstanbul
Coast Guard Marmara and Straits Regional Command	
Tel: 0212 242 40 00	Fax: 0212 242 30 93
	İstanbul
Tekirdag Provincial Directorate of Disaster and Emergency Situations	
Tel: 0 282 261 20 37	Fax: 0 282 262 98 27
	Tekirdağ

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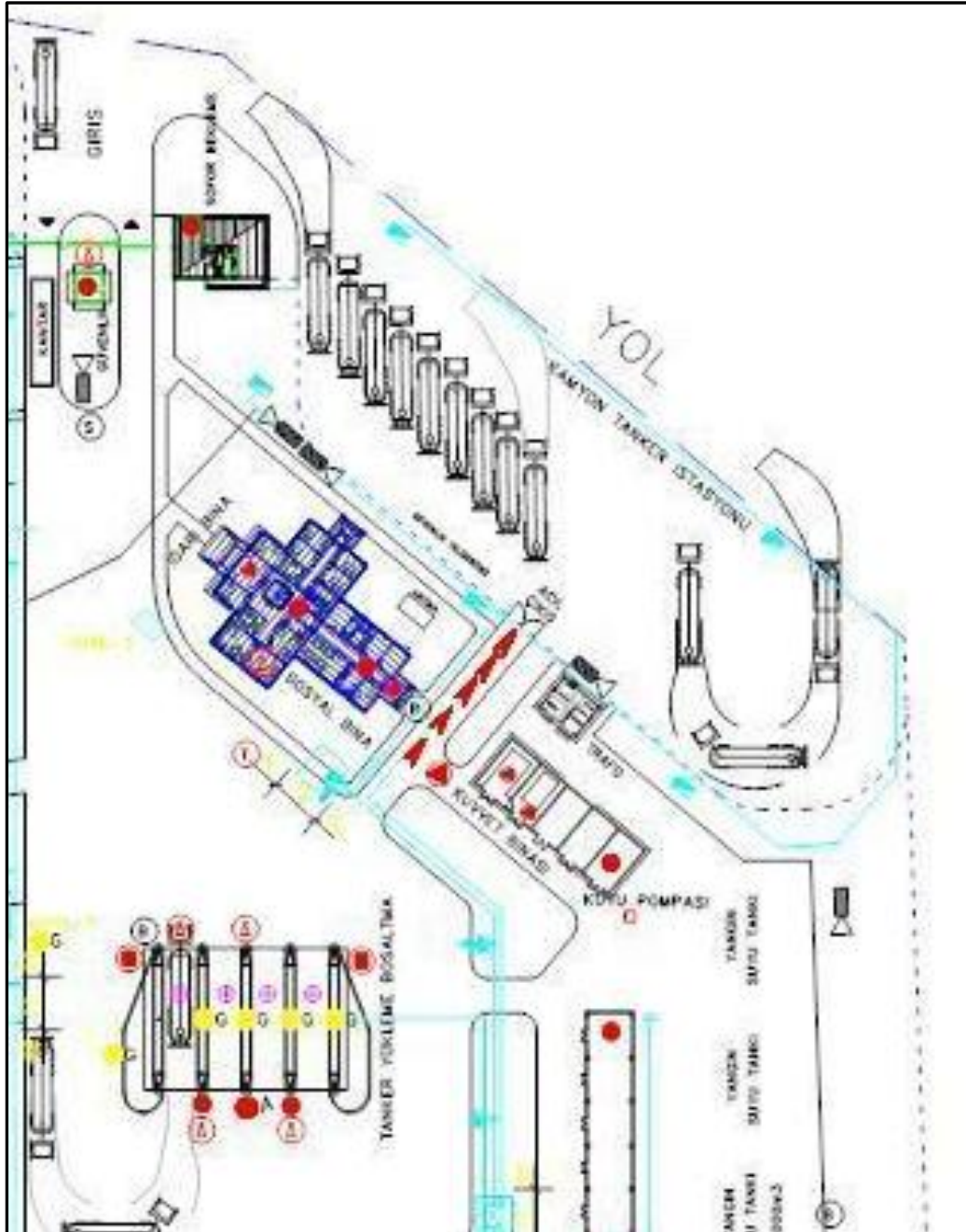
EMERGENCY CONTACT POINTS AND CONTACT INFORMATION (continued)

Tekirdag Provincial Police Department	
Tel: 0 282 261 20 94	Fax: 0 282 261 53 87
	Tekirdağ
Tekirdag Provincial Gendarmerie Command	
Tel: 0 282 261 80 80	Fax: 0 282 262 82 50
	Tekirdağ
Marmara Ereglisi District Gendarme Command	
Tel: 0 282 613 11 89	Fax: -
	Tekirdağ
Tekirdağ 82.Yıl State Hospital	
Tel: 0 282 261 21 82	Fax: 0 282 261 21 89
	Tekirdağ
Tekirdağ State Hospital	
Tel: 0 282 262 53 55	Tekirdağ

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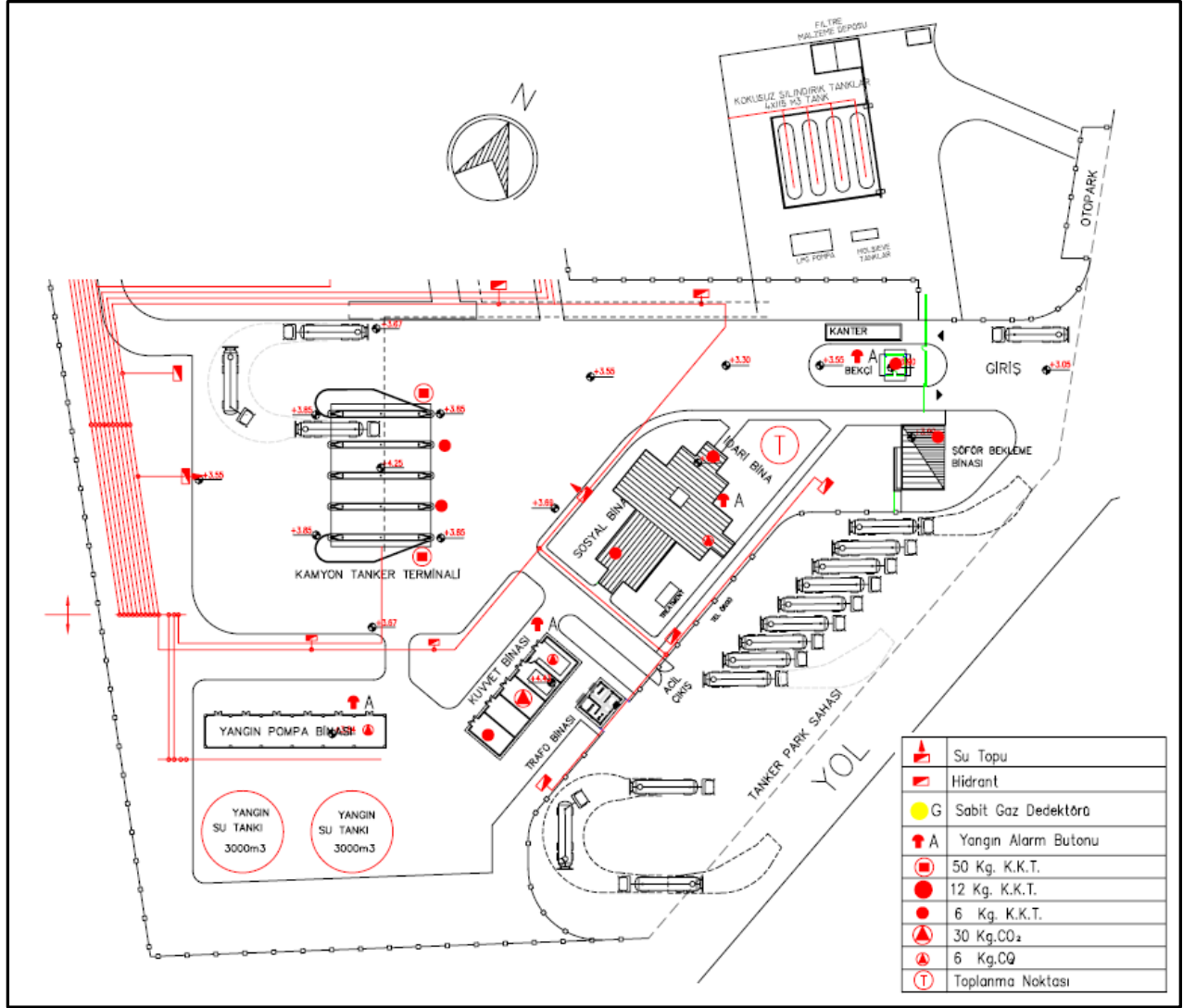
ANNEX -4 GENERAL LAYOUT OF AREAS WHERE DANGEROUS LOADS ARE HANDLED



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ANNEX-5 FIRE PLAN OF AREAS WHERE DANGEROUS LOADS ARE HANDLED

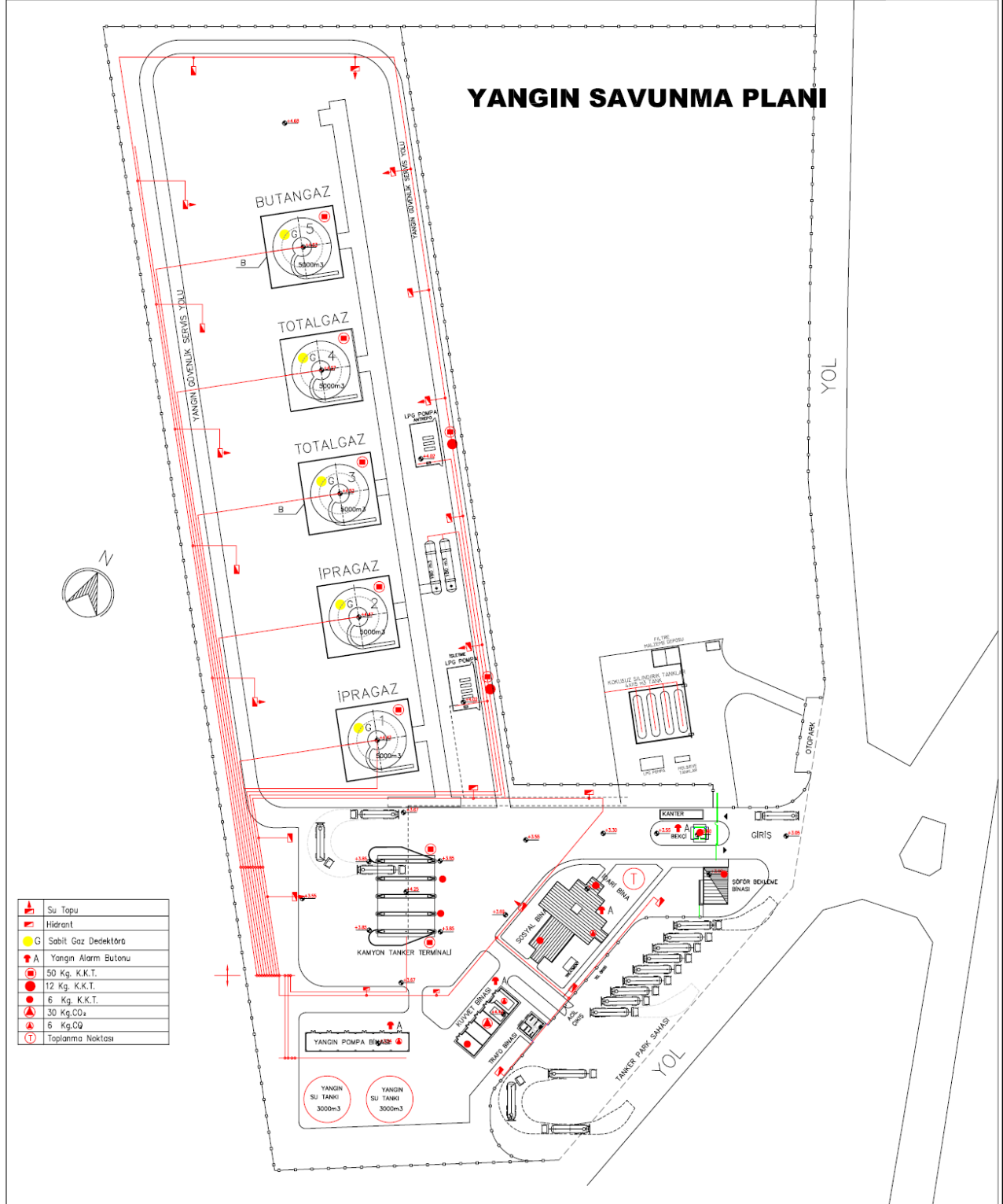


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GENERAL FIRE PLAN OF THE FACILITY



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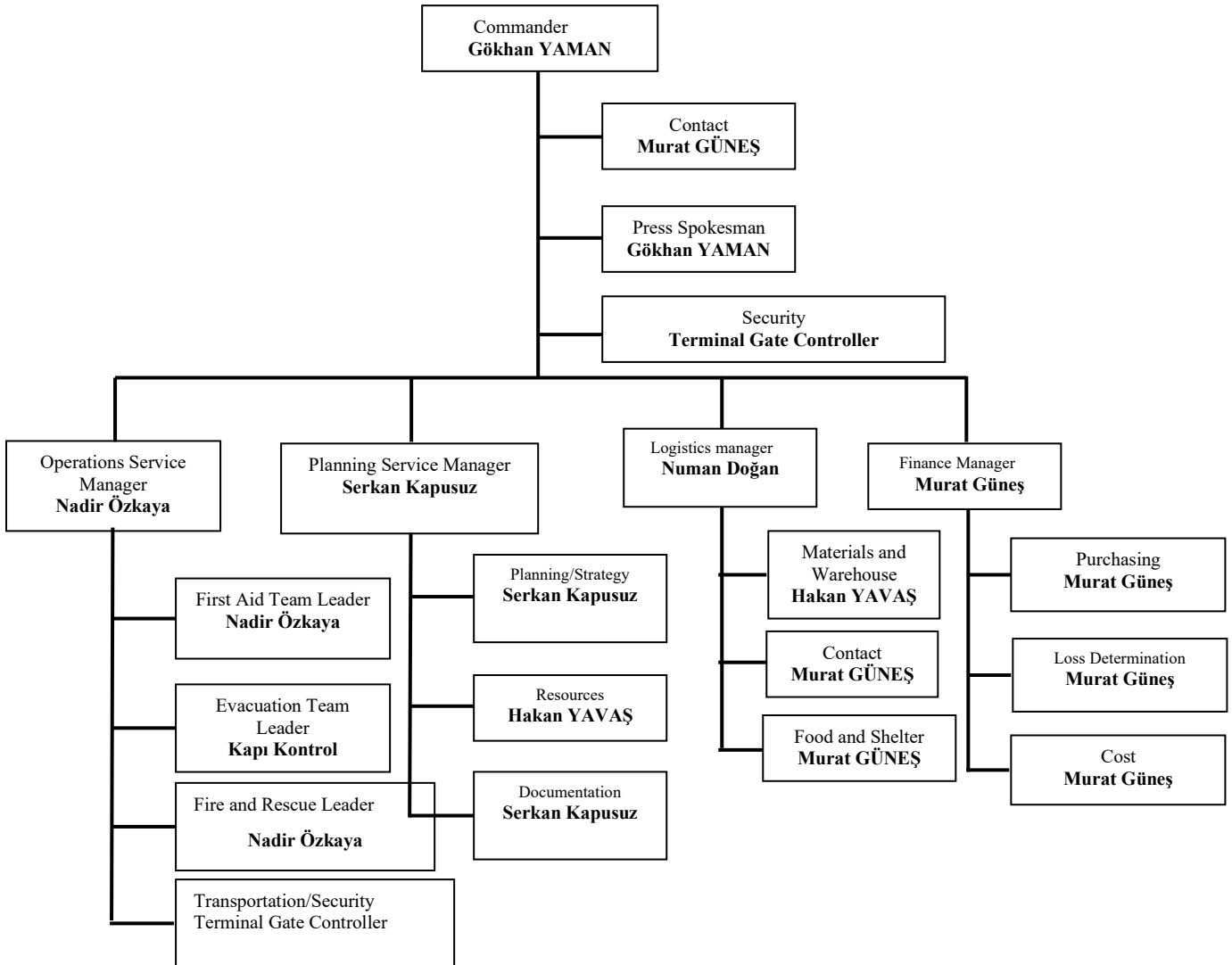
ANNEX-7

EMERGENCY ACTION PLAN

**EMERGENCY ACTION PLAN IS AS ITS IN THE
EMERGENCY ACTION PLAN of BUTANGAS LPG
TERMINAL**

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ANNEX-9 EMERGENCY MANAGEMENT CHART



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ANNEX-10

DANGEROUS CARGO MANUAL

BUTANGAZ A.Ş.

BUTANGAZ A.Ş.

LPG STORAGE AND FILLING TERMINAL

DANGEROUS CARGO MANUAL

CONTENT

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DANGEROUS LOADS HANDLED BY SEA (IMDG CODE)

1. DEFINITIONS, DANGEROUS LOAD CLASSES, PACKAGES, PACKS, PLACARDS, BRANDS AND LABELS, SEPARATION TABLES ON BOARD AND PORT, SEPARATION DISTANCES AND SEPARATION TABLES IN WAREHOUSES

A. DEFINITIONS

1. **Dangerous Load (Dangerous Cargo)** means Petroleum and petroleum products falling within the scope of 'Annex-I of the International Convention for the Prevention of Pollution of the Seas by Ships (MARPOL 73/78), Packaged cargoes listed in the International Code for Dangerous Goods Transported by Sea (IMDG Code), Bulk cargoes with UN Number given in Annex-1 of the 'International Maritime Solid Bulk Cargoes Code (IMSBC Code), The cargoes given in Chapter 17 of the "International Code Concerning the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (IBC Code)" and "International Code Concerning the Construction and Equipment of Ships Carrying Liquefied Gas in Bulk (IGC Code)", with the cargoes given in Chapter 19 as well as Cargoes that are not yet included in these lists, but that have the potential to harm life, property, the environment or other loads during transportation due to their physical, chemical properties or mode of transportation, and the packages and cargo transport units in which these cargoes are transported and which have not been cleaned properly.
2. **Handling** means loading and unloading, stacking, sorting, relocating, discharging of dangerous cargo, degassing, ventilation, replacement or repair of cargo transport units and packages, and similar operations for transportation.
3. **Hot Work** means any work involving the use of open fires and flames, power tools or hot rivets, grinding, brazing, burning, cutting, welding or generating heat or sparks, performed by persons certified by the relevant authority.
4. **Accident** means the incident or the chain of incidents that have harmful consequences such as death, injury, material damage and environmental pollution during the transportation of dangerous goods by sea or their handling and/or storage in coastal facilities, originating from dangerous cargoes or involving dangerous goods.
5. **Incident** means a non-accident event or series of events that occur at a coastal facility in connection with operations and activities that endanger the safety of the facility, people or other persons in the facility, or the environment, or which, if not corrected, may endanger it.
6. **Dangerous Cargo** means Compliance Certificate (TYUB): The document issued by the Administration, which coastal facilities engaged in dangerous cargo handling and temporary storage are obliged to obtain within the scope of the regulation.

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7. **Administration** means Republic of Turkey Ministry of Transport and Infrastructure, General Directorate of Maritime Affairs.

B. DANGEROUS LOAD CLASSES

Cargoes (including mixtures and solutions) and articles subject to the provisions of the IMDG Code fall into one of the classes 1 to 9, according to the danger they present or the most predominant danger.

Class 1 - EXPLOSIVES

- Class 1.1 Substances and articles with a mass explosion hazard
- Class 1.2 Substances and articles which have a projection hazard but not a mass explosion hazard
- Class 1.3 Substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both
- Class 1.4: Substances and articles which present no significant hazard
- Class 1.5: Very insensitive substances which have a mass explosion hazard
- Class 1.6: Extremely insensitive articles which do not have a mass explosion hazard

Class 2- GASES

- Class 2.1 Flammable gases
- Class 2.2 Non-flammable, non-toxic gases
- Class 2.3 **Toxic gases**

Class 3- FLAMMABLE LIQUIDS

Class 4- FLAMMABLE SOLIDS

- Class 4.1 Flammable solids
- Class 4.2 Spontaneously combustible Solids
- Class 4.3 Dangerous when wet

Class 5- Oxidizing agents & organic peroxides

- Class 5.1 Oxidizing Agents
- Class 5.2 Organic peroxides

Class 6- Toxic and Germ-Infecting Substances

- Class 6.1 Toxic substances
- Class 6.2 Infectious substances

Class 7- Radioactive material

Class 8- Corrosives

Class 9- Miscellaneous dangerous goods

C. DANGEROUS GOODS HANDLED IN OUR FACILITY

LPG and Propane (UN 1965) that fall into Class 2.1 Category

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The following plaque, marking and labeling are made for dangerous goods arriving at our Coastal Facility by sea.



Class 2 . Flammable Gases

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F. SEPARATION TABLES ACCORDING TO THE CLASSES OF DANGEROUS LOADS ON BOARD AND AT THE PORT

Separation

Segregation is the process of separating two or more loads or items that are deemed to be mutually incompatible, whose packing or stacking together may cause unnecessary hazards in the event of leakage, spillage or any other accident.

However, as the extent of hazards created may vary, the segregation arrangements required may also vary. Separation is achieved by keeping certain distances between incompatible dangerous goods or by placing one or more steel bulkheads or decks between them, or a combination of these. The distance left between such dangerous goods can be filled with other loads compatible with the dangerous goods or objects in question.

Separation Terms

The following segregation expressions are described elsewhere in this section, as they are also applied to the packaging of cargo transport units and segregation on different ship types.

“Should be kept away”;

“Should be separated”;

“It should be kept separate by means of an entire compartment or partition”;

“Should be separated longitudinally by an entire compartment or partition passing through”

Separation Tables

The general separation provisions between various dangerous goods classes are shown in the "Separation Table" given below.

Since the properties of substances, materials or objects in each class can be quite different, for certain provisions on separation, if there are any conflicting provisions, these provisions will take precedence over the general provisions, so the list of dangerous substances will always be consulted.

Since only LPG load is carried on the vessels coming to our shore facility, separation is not done on the vessels and in our terminal.

1. DANGEROUS GOODS DOCUMENTS

In order for the Coastal Facility to safely handle the dangerous goods coming to the facility and to take appropriate precautions, the documents sent beforehand are absolutely needed. These documents are as follows:

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Documents required to be kept on board

2.1 Dangerous Cargo Notification Document

The shipping documents prepared by the shipper will include a “Signed Certificate or Dangerous Goods Notification Document” stating that the shipment to be transported is properly packaged, marked, labeled and in suitable conditions for shipment.

Vessels and sea vehicles carrying dangerous goods, at least twenty-four hours before entering the port administrative area, and the vessels and marine vehicles with a cruise time of less than twenty-four hours until they enter the port area, immediately after their departure from the coastal facility submit the notification document, which includes detailed information about the cargoes, to the port authority in writing, through the relevant persons.

The cargo person has to notify the coastal facility at least 3 hours before entering the coastal facility regarding the dangerous goods coming by road and rail.

In case the notification obligation is not complied with or the notifications do not contain correct information, administrative action may be taken against the notifier and she may lose the order of approaching, departing, or passing, if any.

When the Dangerous Goods Notification Document is provided to the carrier by EDP (Electronic Information Processing) or EDI (Electronic Information Exchange) techniques, the sender information will be produced without delay as a printed document in the required order in this section.

The Dangerous Goods Notification Document can be in any form, provided that it contains all the information specified in IMDG Code Section 5.4.

2.2 Documents required to be kept on board

Each ship carrying dangerous goods and marine pollutants shall have a specific list, manifest or loading plan with the names and locations of the dangerous goods and marine pollutants. This particular list and manifest will be based on the documents and certificates required in the IMSBC Code.

A detailed cargo plan, determined by class and showing the locations of all dangerous goods and marine pollutants, can be used instead of this special list or manifest.

For dangerous goods shipments, appropriate information will be at hand at any time to be used in emergency response to all kinds of accidents and incidents related to dangerous goods during transportation. This information will be far from packages containing dangerous goods and will be available immediately in case of an event. The information to be used in the emergency response will be found in the following documents.

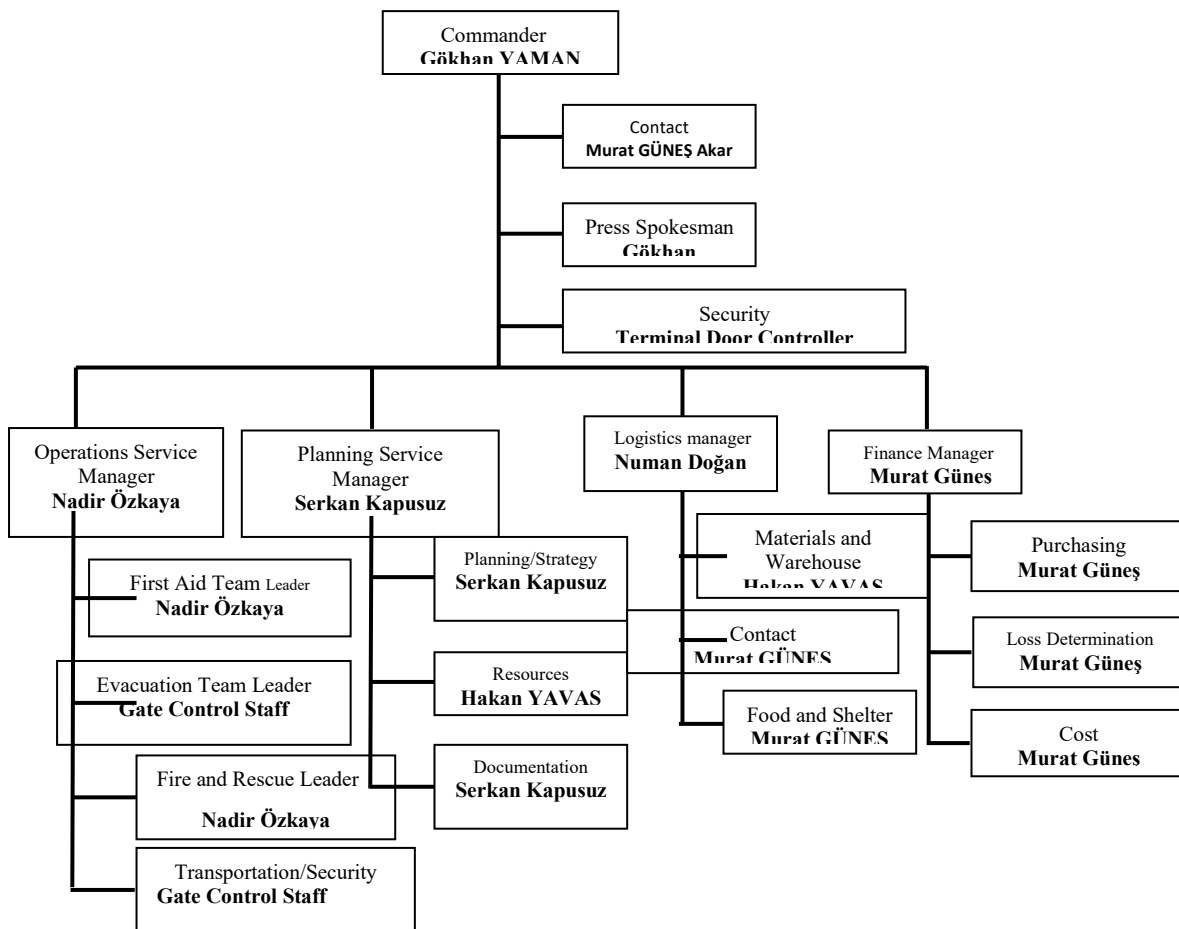
- Within the special list, manifest or dangerous goods declaration,
- In a separate document such as a safety data sheet,

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- Certificate excluding cargo, material or object from IMDG provisions (such as charcoal, fish meal, seed meal)
- Notification by the competent authority of the country of origin on the approved classification and conditions of carriage for new self-reactive loads and organic peroxides or currently assigned self-reactive loads and new formulations of organic peroxides.

2. DANGEROUS GOODS EMERGENCY ACTION PLAN

A. ORGANIZATION CHART FOR DANGEROUS GOODS EMERGENCY ACTION PLAN



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**B- EMERGENCY RESPONSE GUIDE AND EMERGENCY RESPONSE GUIDE USAGE
PROCEDURE THAT CONTAINS ALL DANGEROUS LOADS HANDLED AT OUR FACILITY**

Purpose of Emergency Response Guide is to guide the interventions to be made at the coastal facility in case of accidents such as fire and leakage / spillage involving dangerous goods handled at our facility.

- The emergency response guide will not be used in case of any other type of fire/leakage that does not include dangerous goods.
- The emergency response guide should be used in accordance with the principles in the IMDG Code Supplementary Volumes for the UN numbered loads.

The actions to be taken in case of fire related to the UN Numbered Dangerous Goods within the scope of the Emergency Response Guide at our port facility are listed below:

- ✓ Consider your safety first
- ✓ Avoid contacting the dangerous loads.
- ✓ Stay away from steam, flame and smoke
- ✓ When you hear the fire alarm, initiate firefighting measures
- ✓ Identify the area where the burning loads are located
- ✓ Find the UN Number of the burning dangerous cargo and the fire guide chart you will apply from the Emergency Response Guide in the appendix of the corresponding IMDG Code.
- ✓ Identify the measures you can take from the fire chart
- ✓ If another load is involved in the fire, also find the relevant fire chart.
- ✓ Use protective clothing and an oxygen cylinder in firefighting.
- ✓ Be prepared to use the first aid guide (MFAG).
- ✓ Keep in constant contact with the authorities that will assist you in firefighting and first aid.

The information given in the fire schedule to be applied from the Emergency Response guide for UN numbered loads is below.

1	General Comments		In the event of a fire, exposed loads may explode or their contents may rupture. Fight the fire from as far away as possible in a protected position.
2	Fire on deck (open area)	Packages Load Transport Units	Spray as much water as possible with the hose.
3	Fire in cargo below deck (in confined space)		Close the vent and hatch covers. Use the cargo area fire suppression system. If this is not present, ensure a copious spray of water.
4	Load exposed to Fire		If applicable, remove potentially combustible cargoes or throw them into the sea. Otherwise, cool with water.
5	Special Situations		After the fire has subsided, act immediately for spills. (See EMS Spill chart)

1. General comments on the characteristics of the cargo, protective clothing, emergency measures to be taken by the personnel and possible effects on the ship / port.

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- 2-3. Instructions on fire methods for loads stacked above and below deck
- 4. Instruction for fire and dangerous goods that may be exposed to fire
- 5. Instructions regarding special conditions.

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UN	TITLE AND DEFINITION	EMS (FIRE)
UN1965	HYDROCARBON GAS MIXTURE, LIQUEFIED -, BBB (PROPANE)	F-D

The actions to be taken in case of leakage/spill related to UN Numbered dangerous goods within the scope of Emergency Response Guide at our shore facility are as follows.

- ✓ Consider your safety first
- ✓ Avoid contacting the dangerous loads, never walk towards leaking cargo and dust
- ✓ Start the alarm
- ✓ Wear chemical resistant full protective clothing and use the oxygen tube.
- ✓ Identify where the load is leaking
- ✓ Define the load.
- ✓ Find the UN Number of the leaking dangerous cargo and emergency leakage/spill charts
- ✓ Identify the measures you can take from the fire chart
- ✓ Be prepared to use the first aid guide (MFAG).
- ✓ Keep in constant contact with the authorities that will assist you in leakage/spill
- ✓ If the skin is contaminated after contact with the dangerous cargo, the area should be washed, cleaned and clothing removed.
- ✓ Information on the leakage/spill charts to be applied from the Emergency Response Guide in the IMDG Code Annex for UN Numbered Cargoes has been provided below:

1	General Comments		Wear suitable protective clothing and wear a portable respirator. Avoid contact, even with protective clothing. If possible, stop the leak. Wash contaminated clothing with water and dispose of.
2	Spills on deck (open area)	Packages (Small amount of spills)	Wash spillage overboard with copious amounts of water. Do not use a direct jet of water over the spill. Stay away from wastewater. Clean the area completely.
3	Fire in cargo below deck (in confined space)	Packages (Small amount of spills)	Do not enter the area without wearing a portable respirator. Check the air of the area before entering (against the risk of poison and explosion). If it cannot be controlled, do not enter that area. Let the steam disappear. Stay away.
		Load Transport Unit (Big amounts of spills)	Keep away. Establish radio communications for expert advice. After the experts assess the danger, you can move forward. Provide adequate ventilation. Check the air of the area before entering (against the risk of poison and explosion). If it cannot be controlled, do not enter that area.
4	Special Situations Marine Pollutant Sign		Pour as little waste from the ship into the sea as possible. Lighten the load density with copious amounts of water. Report the incident according to MARPOL reporting requirements.

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1. General comments on the protective clothing, emergency measures to be taken
- 2-3. Measures to be taken against leaks/spills from the cargo carried on and under the deck
4. Instruction regarding special cases such as spills involving marine polluting cargoes

Leakage/spill charts to be used in UN Numbered cargo handled at our facility are as follows:

UN	TITLE AND DEFINITION	EMS (LEAKAGE/SPILLAGE)
UN1965	HYDROCARBON GAS MIXTURE, LIQUEFIED -, BBB (PROPANE)	S-U

Emergency Response Guide Usage Procedure

Emergency Response Guide will be used in case of fire and leak/spill related to dangerous goods handled in our port facility.

In case of fire caused by dangerous cargoes at our port facility, the emergency response guide will be used as follows.

In case of a fire caused by LPG (UN 1965) loads, intervention will be made according to the table below.

**F-D
COMBASTIBLE GASES**

1	General Comments		Gases exposed to heat in closed tanks may explode with a sudden burst of boiling liquid expander vapor (BLEVE) in the event of or after a fire. Port facility staff should be aware of the explosion hazard and take appropriate precautions. Cool tanks with copious amounts of water. Interfere with the fire as far away as possible. Extinguishing a burning gas leak may result in the formation of an explosive atmosphere. Flames may not be visible.
2	Fire on deck (open area)	Packages	Spray as much water as possible with the hose.
		Load Transport Units	Expose the burning units and nearby cargo to copious amounts of water. Do not try to extinguish the gas flame.
3	Fire in cargo below deck (in confined space)		Stop the ventilation process. Use fixed fire extinguishing systems. If this is not possible, create a water spray using copious amounts of water.
4	Load exposed to Fire		Cool with water for several hours
5	Special Situations UN 1038, UN1075, UN1965, UN 1966, UN 2972, UN 3138		Strong and short-term events (explosions) can reduce facility safety.

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In case of leakage caused by dangerous cargoes at our port facility, the Emergency Response Guide will be used as follows.

In case of leakage caused by LPG (UN 1965) loads, intervention will be made according to the table below.

1	General Comments		Areas where leaks or spills occur should be leashed immediately (Attention! Flames may not be visible) .The leaking gas can be extremely cold. Precautions should be taken to prevent leaking gases from penetrating confined spaces of the port facility. Leaking gases can accumulate in non-ventilated areas. As long as there is leakage within the port facility, smoking should not be allowed and there should be no naked flames. Appropriate protective clothing should be worn to avoid gas, and the oxygen cylinder should be used with a full mask. All sources of ignition (bare headlights, unprotected light bulbs, power tools) should be avoided. Non-sparking shoes should be worn. Inhaling even small amounts of gas in a short time can cause breathing difficulties. Stay away from leaking gas. Avoid contact with skin. Wait for the spilled liquefied gas to evaporate. Most materials become brittle and break when in contact with cold liquefied gases. Gas contact must be avoided, even if we wear protective clothing. Never spray water on gas spills.
2	Spills on deck (open area)	Packages (Small amount of spills)	Allow the gas to disperse and keep the area clean.
		Packages (Small amount of spills)	Allow the gas to disperse. Ventilate living spaces. Protect against flammable and poisonous gas by making a water curtain that will remove the gases. For liquefied gas, use water nozzles whenever possible to evaporate. Do not direct to spill area.
3	Spill in cargo below deck (in confined space)	Packages (Small amount of spills)	Do not enter spill area. Provide adequate ventilation. Where the ventilation system is used, special care must be taken to protect the ventilation system. Wait for the gas to evaporate.
		Load Transport Unit (Big amounts of spills)	Do not enter spill area. Provide adequate ventilation. Use water spray to remove gases to protect personnel and living areas. Do not enter confined spaces without a breathing apparatus.
4	Special Situations UN 1001, UN 3374, UN 1614		----

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A- MEDICAL FIRST AID GUIDE AND USAGE PROCEDURE FOR PEOPLE AFFECTED BY THE DAMAGES OF DANGEROUS GOODS HANDLED AT OUR FACILITY AND FOR HEALTH PROBLEMS CAUSED BY THE ACCIDENTS INVOLVING THEM

Medical First Aid Guide

Purpose of the Medical First Aid Guide

- ✓ Many hazardous chemical products can be extremely harmful to health and even life-threatening when spilled or leaked, or when interacting with other materials. Therefore, when handling dangerous goods, people should be ready to apply first aid in an emergency.
- ✓ Even if the port facility handling dangerous goods is close to the hospital and has rapid access to ambulances, in many cases it is of utmost importance to provide immediate first aid to those involved in accidents involving dangerous goods. The port facility must have facilities, materials and equipment suitable for the medical/first aid service and be fully prepared.
- ✓ IMO/WHO/ILO "Medical First Aid Guide For Use In Accidents Involving Dangerous Goods-MFAG (ANNEX – 4 MFAG) to be used in case of accidents related to hazardous substances is a separate publication of IMO and is used in chemical products within the scope of the IMDG Code. refers to materials and substances.
- ✓ The purpose of this Guide is to provide necessary advice on the management of chemical poisoning at the onset and to diagnose victims, taking into account current facility limitations.
- ✓ According to the laws of our country, first aid can only be given by people with first aid qualification.
- ✓ It should be noted that it would be beneficial for the first aid team at the Port Facility to review the first aid procedures for this dangerous cargo before it is accepted into the port.

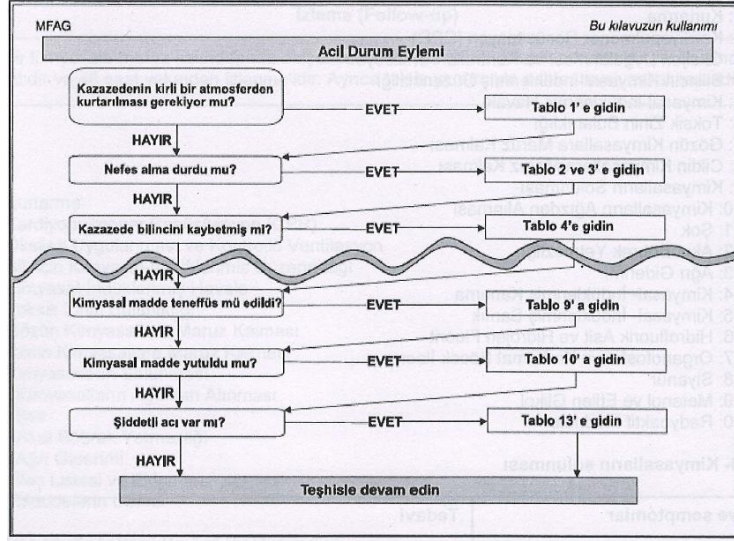
Use of Medical First Aid Guide

For diagnosis and treatment, when chemical poisoning caused by dangerous loads is encountered,

- Determine the emergency action by referring to the table below.

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Tablo 4 : Bilincin Kimyasal-İndüklenmiş Düzensizliği

Tablo 5 : Kimyasal-İndüklenmiş Havale

Tablo 6 : Toksik Zihin Bulanıklığı

Tablo 7 : Gözün Kimyasallara Maruz Kalması

Tablo 8 : Cildin Kimyasallara Maruz Kalması

Tablo 9 : Kimyasalların Solunması

Tablo 10: Kimyasalların Ağızdan Alınması

Tablo 11: Şok

Tablo 12: Akut Böbrek Yetmezliği

Tablo 13: Ağrı Giderimi

Tablo 14: Kimyasal-İndüklenmiş Kanama

Tablo 15: Kimyasal-İndüklenmiş Sarılık

Tablo 16: Hidrofluorik Asit ve Hidrojen Fluorit

Tablo 17: Organofosfat ve Karbomat Böcek İlacı

Tablo 18: Siyanür

Tablo 19: Metanol

Tablo 20: Radyoaktif Yükler

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ANNEXES

Annex 1: Rescue

Annex 2: cardiopulmonary resuscitation (CPR)

Annex:3 Oxygen administration and Controlled Ventilation

Annex 4: Chemical-Induced Disorder of Consciousness

Annex 5: Chemical-Induced Convulsion

Annex 6: Toxic Mental Confusion

Annex 7: Exposure of Eye to Chemicals

Annex 8: Exposure of Skin to Chemicals

Annex 9: Inhalation of Chemicals

Annex 10: Oral Ingestion of Chemicals

Annex 11: Shock

Annex 12: Acute Kidney Failure

Annex 13: Pain Relief

Annex 14: Medicine List and Equipment

Annex 15: List of the Loads

Usage Procedure of Medical First Aid Guide:

- Medical First Aid must be initiated by personnel with first aid certificate from the port facility.
- In First Aid, first of all, the Emergency Action Schedule in the IMDG Code MFAG will be used.
- For the First Aid process, the table and its annexes in the IMDG Code MFAG section will be used.

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7.7 ANNEX-11 LEAKAGE AREAS AND EQUIPMENT FOR CTU AND PACKAGES, INPUT/OUTPUT DRAWINGS

**LEAKAGE AREAS ARE NOT AVAILABLE WITHIN THE
SCOPE OF THE LOAD HANDLED IN THE FACILITY.**

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ANNEX-12 INVENTORY OF PORT SERVICE SHIPS

THERE IS NO SERVICE SHIP IN THE FACILITY INVENTORY.

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ANNEX-13 TEKIRDAG PORT MANAGEMENT ADMINISTRATIVE BOUNDARIES, ANCHORING PLACES AND MARINE COORDINATES OF MANAGEMENT CAPTAIN LANDING/EMBARKING POINTS

TEKIRDAG PORT MANAGEMENT

A) Port administrative area boundary

The port administrative area of Tekirdağ Regional Port Authority is the sea and coastal area within the line formed by the following coordinates.

- a) 41° 01' 57" K – 028° 00' 33" D (Tekirdağ-İstanbul province border)
- b) 41° 00' 36" K – 028° 03' 00" D
- c) 40° 43' 30" K – 028° 00' 33" D
- d) 40° 42' 00" K – 027° 37' 24" D
- e) 40° 38' 40" K – 027° 27' 00" D
- f) 40° 38' 06" K – 027° 27' 00" D
- g) 40° 28' 48" K – 026° 58' 12" D
- h) 40° 33' 00" K – 026° 58' 12" D"

B) Anchorage Area

a) **Anchorage Area number 1:** The anchorage area of vessels less than 1000 GT and military vessels that do not carry dangerous goods is the sea area formed by the following coordinates.

- 1) 40° 58' 15" K – 027° 34' 15" D
- 2) 40° 58' 15" K – 027° 32' 15" D
- 3) 40° 55' 30" K – 027° 32' 15" D
- 4) 40° 55' 30" K – 027° 34' 15" D

b) **Anchorage Area number 2:** The anchorage area of 1000 GT and above vessels and military vessels that do not carry dangerous goods is the sea area formed by the following coordinates.

- 1) 40° 56' 00" K – 027° 32' 00" D
- 2) 40° 56' 00" K – 027° 30' 00" D
- 3) 40° 54' 00" K – 027° 29' 00" D
- 4) 40° 54' 00" K – 027° 31' 00" D

c) **Anchorage Area number 3:** The anchorage area of vessels carrying dangerous goods, military vessels operating with nuclear power, vessels to be quarantined, and vessels that will carry out degassing is the sea area formed by the following coordinates.

- 1) 40° 58' 15" K – 027° 37' 45" D
- 2) 40° 58' 15" K – 027° 35' 45" D

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3) 40° 55' 30" K – 027° 35' 45" D

4) 40° 55' 30" K – 027° 37' 45" D

d) **Anchorage Area number 4:** The anchorage area of 1000 GT and above vessels and military vessels that do not carry dangerous goods is the sea area formed by the following coordinates.

1) 40° 57' 48" K – 027° 51' 45" D

2) 40° 56' 45" K – 027° 51' 45" D

3) 40° 56' 45" K – 027° 54' 52" D

4) 40° 57' 48" K – 027° 54' 52" D

e) **Anchorage Area number 5:** The anchorage area of LNG tankers is the sea area formed by the circle with 5 radiuses, which accepts the coordinate below as the center.

40° 58' 20" K – 027° 59' 45" D

f) **(Annex:RG-6/8/2013-28730) Anchorage Area number 6:** The anchorage area of vessels carrying dangerous goods, military vessels operating with nuclear power, vessels to be quarantined, and vessels that will carry out degassing is the sea area formed by the following coordinates.

1) 40° 37' 33" K – 027° 10' 00" D

2) 40° 36' 27" K – 027° 10' 00" D

3) 40° 32' 39" K – 027° 00' 00" D

4) 40° 33' 24" K – 026° 59' 48" D

f) **Anchorage Area number 7:** The anchorage area of vessels carrying dangerous goods, military vessels operating with nuclear power, vessels to be quarantined, and vessels that will carry out degassing is the sea area formed by the following coordinates.

1) 41° 00' 00" K – 028° 02' 00" D

2) 41° 01' 12" K – 028° 02' 00" D

3) 41° 01' 12" K – 028° 00' 54" D

4) 41° 00' 00" K – 028° 00' 54" D"

C) Pilot pick-up and drop-off location

40° 57' 12" K – 027° 55' 48" D

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ANNEX-14 EMERGENCY RESPONSE EQUIPMENTS AGAINST MARINE POLLUTION IN THE COASTAL FACILITY

An agreement in the issues of being ready to fight against marine pollution, Inspection, Pollution response and pollution removal (Level 1, Level 2 and Level 3), Coastal cleaning, Rehabilitation of coastal and marine areas, Pollution Compensation for damages, Waste transfer, Waste disposal was reached with a private company by purchasing services regarding marine pollution and the following equipment and equipment will be made available by them.

- A highly maneuverable marine cleaning vessel, 24/7 ready for a possible response operation;
- At least 250 meters offshore type preventive barrier,
- 250 meters of absorbent barrier,
- 500 absorbent pads,
- A skimmer with a capacity of 20 m³/hour,
- Waste storage tanks,
- Crane,
- Windlass
- Generator

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ANNEX-15

PERSONAL PROTECTIVE EQUIPMENT (PPE) USAGE MAP

MATERIALS TO BE PROVIDED FOR ALL STAFF

1. Work Gloves (as they are worn out)
2. Raincoat (as it is worn out)
3. Helmet (when the usage term expires)
4. Safety shoes (a summer and a winter pair each (for administrative staff)
5. Leather jacket or coat (every three years)

MATERIALS TO BE PROVIDED FOR THE TECHNICAL STAFF

1. Work clothes (non-flammable) (summer and winter suits)
2. Coat (non-flammable) (every two years)
3. Ski mask or beret (annually)
4. Neoprene glove (quarterly)

MATERIALS TO BE PROVIDED FOR THE PROTECTION (PRIVATE SECURITY) PERSONNEL

1. Shirt (twice each for summer and winter)
2. Trousers (two pieces for summer and winter)
3. Tie (twice a year)
4. Cap (once a year)
5. Helmet cap (when the usage term expires)
6. Coat (Every two years)
7. Socks (two pairs for summer and winter)
8. Bandolier (twice a year)
9. Vest (once a year- in summer term)
10. Sweater (once a year- in winter term)
11. Gloves (once a year- in winter term)

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ANNEX-16 DANGEROUS CARGO INCIDENTS NOTIFICATION FORM

	TEHLİKELİ MADDE KAZA/MAL KAYBI BİLDİRİM FORMU
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BÖLÜM.1. KAZA/MAL KAYBI OLAN TEHLİKELİ MADDE BİLGİLERİ

Kaza/mal kaybı olan tehlikeli maddeler ile ilgili aşağıdaki bilgileri doldurunuz.

1.1. Kaza/Mal Kaybının Meydana Geldiği Tarih / Saat:.....

1.2. Kaza/Mal Kaybının Meydana Geldiği Taşıma Türü:

Karayolu

Denizyolu

1.3. Olay Dahil Olan Tehlikeli Mallar:

UN No	Sınıf ^a	Ambalajlama Grubu	Tahmini Mal Kaybı Miktarı (Kg veya L)	Taşıma Kategorisi	Muhafaza Yöntemi ^b	Muhafaza Yöntemi Arıza Türü ^c

(a) İkinci Risk veya Deniz kirliliği riski varsa belirtiniz.

(b) İlgili Muhafaza Yönteminin Numarasını Yukarıdaki Tabloda belirtiniz.

(c) İlgili Muhafaza Yönteminin Arıza Türü Numarasını Yukarıdaki Tabloda belirtiniz.

1 Ambalaj	9 Tüplü gaz vagonu	1.Kayıp
2 IBC	10 Tüplü gaz tankeri	2.Yangın
3 Büyük ambalaj	11 Sökülebilir tankları olan vagon	3.Patlama
4 Küçük konteyner	12 Sökülebilir tank	4.Yapısal arıza
5 Vagon	13 Büyük konteyner	
6 Araç	14 Tank-konteyner	
7 Tank-vagonu	15 MEGC	
8 Tanker	16 Portatif tank	

1.4. Tehlikeli Maddenin:

Alıcı Bilgileri:.....

Gönderen/Üretici Bilgileri:

Taşıyan Bilgileri:

BÖLÜM.2.KAZA/MAL KAYBI HAKKINDA BİLGİ

Bu bölüm, Kaza/Mal Kaybının Liman Başkanlığına bildirim gerekliliği için doldurulması gereklidir.

2.1. Olayın meydana geliş sebebi:

Teknik Arıza Hatalı Yükleme Operasyonel Neden Diğer (aşağıda belirtiniz)

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	TEHLİKELİ MADDE KAZA/MAL KAYBI BİLDİRİM FORMU
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BÖLÜM.2.KAZA/MAL KAYBI HAKKINDA BİLGİ (devamı)

2.2. Kaza/Mal Kaybının meydana geldiği yer ve etkilediği alanı:

Kıyı Tesisi / Etkilediği Alan:.....

Gemi / Etkilediği Alan:.....

2.3. Varsa, Kaza/mal kaybına karışan gemi bilgileri:

Adı:	İşleteni:
Bayrağı:	Donatanı:
IMO No:	Kaptanın Adı:
Yükü ve Yük Miktarı:	

2.4. Meteorolojik koşullar:

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

BÖLÜM.3. OLAYIN SONUÇLARI

Meydana gelen olay ile ilgili oluşan aşağıdaki ilgili durumları işaretleyiniz.

3.1. Mal Kaybı:

Mal kaybı yoktur Mal kaybı vardır / Miktarı:.....

Muhtemel mal kaybı riski vardır / Kayıp riski miktarı:.....

3.2.Tehlikeli Mallar ile Temastan Kaynaklanan Kişisel Yaralanma:

Yaralı vardır / Sayısı:..... Ölü vardır / Sayısı:.....

3.3.Meydana Gelen Maddi/Çevresel Zarar:

Tahmini zarar düzeyi ≤ 50.000 Avro Tahmini zarar düzeyi> 50.000 Avro

3.4.Yetkili Kurumların Olaya Müdahil Olması:

Yetkili kurumlar müdahil olmamıştır

Tehlikeli malların sebep olduğu durumdan dolayı, asgari 3 saat süre ile insanların olay yerinden uzaklaştırılması

Tehlikeli malların sebep olduğu durumdan dolayı, asgari 3 saat süre ile trafiğin kapatılması

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**ANNEX-17 CONTROL RESULTS NOTIFICATION FORM FOR DANGEROUS
LOAD TRANSPORT UNITS (CTUS)**

**HAZARDOUS LOAD TRANSPORT UNITS (CTUS) ARE NOT
AVAILABLE WITHIN THE LOAD HANDLED IN THE
FACILITY**

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ANNEX-18

OTHER ANNEXES REQUIRED

MULTI MODAL DANGEROUS GOODS FORM

Multimodal Dangerous Goods Form

This form may be used as dangerous goods declarations as it meets the requirements of SOLAS 74, chapter VII, regulation 5; MARPOL 73/78, Annex III, regulation 4.

1 Shipper / Consignor / Sender		2 Transport document number			
		3 Page 1 of Pages		4 Shipper's reference	
				5 Freight forwarder's reference	
6 Consignee		7 Carrier (to be completed by the carrier)			
		SHIPPER'S DECLARATION I hereby declare that the contents of this consignment are fully and accurately described below by the Proper Shipping Name, and are classified, packaged, marked and labelled / placarded and are in all respects in proper condition for transport according to the applicable international and national government regulations.			
10 Vessel and Voyage n°	11 Port of Loading	9 Additional handling information			
12 Port of Discharge	13 Destination				
14 Shipping mark	* Number and kind of packages; description of the goods	Gross mass (kg)	Net mass (kg)	Cube (m3)	
15 Container identification No./ vehicle registration No.	16 Seal numbers(s)	17 Container / vehicle size & type	18 Tare mass (kg)	19 Total gross (including tare) (kg)	
CONTAINER / VEHICLE PACKING CERTIFICATE I hereby declare that the goods described above have been packed/loaded into the container identified above in accordance with applicable provisions.** MUST BE COMPLETED AND SIGNED FOR ALL CONTAINERS/VEHICLE LOADS BY PERSON RESPONSIBLE FOR PACKING/LOADING		21 RECEIVING ORGANIZATION RECEIPT Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon: RECEIVING ORGANISATION REMARKS:			
20 Name of company		Haulier's name	22 Name of company (OF SHIPPER PREPARING THIS NOTE)		
Name/status of declarant			Name/status of declarant		
Place and date		Vehicle reg. No.	Place and date		
Signature of declarant		Signature and date DRIVER'S SIGNATURE	Signature of declarant		

* DANGEROUS GOODS: You must specify: Proper Shipping Name, hazard class, UM No., packing group, (where assigned) marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations. For the purpose of the IMDG Code see 5.4.1.1.** For the purposes of the IMDG Code, see 5.4.2.

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	GEMİ / SAHİL EMNİYET KONTROL LİSTESİ
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Geminin Adı:	Limn:
İskele:	Varış Saati:
Varış Tarihi:	

Kısım 'A' - Dökme Sıvı Genel - Fiziksel Kontroller

Dökme Sıvı - Genel	Gemi	Terminal	Kod	Açıklamalar
1. Gemi ile iskele arasında güvenli bir geçiş vardır.			R	
2. Gemi emniyetli bir şekilde bağlıdır.			R	
3. Kararlaştırılan gemi/sahil iletişim sistemi faal durumdadır.			A R	Sistem: Backup sistem
4. Acil çekme tel hatları doğru olarak yerleştirilmiş ve donatılmıştır.			R	
5. Geminin yangın hortumları ve yangınla mücadele ekipmanı yerleştirilmiş ve derhal kullanım için hazırdır.			R	
6. Terminalin yangınla mücadele ekipmanı yerleştirilmiş ve derhal kullanım için hazırdır.			R	
7. Geminin kargo ve akaryakıt hortumları, boru devreleri ve manifoldları iyi durumda, uygun olarak donatılmış ve istenilen hizmet için uygundur.				
8. Terminalin kargo ve akaryakıt hortum- ları, boru devreleri ve manifoldları iyi durumda, uygun olarak donatılmış ve istenilen hizmet için uygundur.				
9. Kargo transfer sistemi, yeterli olarak izole edilmiştir ve bağlamadan önce kör filençlerin güvenle alınmasına izin vermesi için dreyn edilmiştir.				
10. Güvertedeki bütün frengiler etkili olarak tapalanmıştır ve damla tavaları yerinde ve boştur.			R	
11. Geçici olarak çıkarılan frengi tapaları devamlı olarak izlenmiş olacaktır.			R	
12. Sahil dökme kapları ve kuyuları doğru olarak yönetilmiştir.			R	
13. Geminin kullanılmayan kargo ve akaryakıt bağlantıları kör filençler ile tamamen cıvatalanmış olarak uygun şekilde kapatılmıştır.				
14. Terminalin kullanılmayan kargo ve akaryakıt bağlantıları kör filençler ile tamamen cıvatalanmış olarak uygun şekilde kapatılmıştır.				
15. Bütün kargo, balast ve akaryakıt tank kapakları kapalıdır.				
16. Deniz ve borda çıkış/taahhiye valfları, kullanılmadığı zaman, kapatılmış ve görünür bir şekilde emniyete alınmıştır.				
17. Bütün harici kapılar, kaportalar ve ya- şam mahallindeki lumbazlar, mağazalar ve makine bölümleri kapalıdır. Makine dairesi havalandırmaları açık olabilir.			R	
18. Geminin acil yangın kontrol planları dışarıya yerleştirilmiştir.				Bulunduğu yer:

Eğer gemi bir inert gaz sistemi (IGS) ile donatılmışsa veya donatılmasını talep etmişse, aşağıdaki noktalar fiziksel olarak kontrol edilmelidir:

Inert Gaz Sistem	Gemi	Terminal	Kod	Açıklamalar
19. Sabit IGS basıncı ve oksijen miktarını kaydedici cihazlar çalışıyor.			R	
20. Bütün kargo tank atmosferleri hacimce %8 veya daha az bir oksijen miktarı ile pozitif basınçta.			P R	

Kısım 'B' - Dökme Sıvı Genel - Sözlü Doğrulama

Dökme Sıvı - Genel	Gemi	Terminal	Kod	Açıklamalar
21. Gemi kendi makinesi ile harekete hazırdır.			P R	
22. Gemi ve terminalde operasyonların uygun denetimi ve gemidekilerin maiyetinde etkili bir güverte nöbeti vardır.			R	
23. Sahilde ve gemide acil bir durumun icabına bakmak için yeterli personel vardır.			R	
24. Kargo, akaryakıt ve balast elleçleme için prosedürlerde mutabakat sağlanmıştır.			A R	
25. Acil durum sinyali ve gemi ve sahil tarafından kullanılan durdurma prosedürleri açıklandı ve anlaşıldı.			A	
26. Kargo transferi için Malzeme Güvenlik Bilgi Formları (MSDS) gerektiği yerde değiştirildi.			P R	
27. Elleçlenmekte olan kargonun içinde zehirli maddeler ile bağlantılı tehlikeler tanımlandı ve anlaşıldı.				H2S Miktarı: Benzen miktarı:
28. Bir Uluslararası Sahil Yangın Bağlantısı sağlanmıştır.				
29. Mutabık kalınan tank havalandırma sistemi kullanılacak.			A R	Metodu:
30. Kapalı operasyonlar için gereksinimlerde mutabakat sağlandı.			R	
31. PA/ sistemin çalışması doğrulandı.				

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32. Bir buhar dönüş devresinin bağlandığı yerde, çalıştırma parametrelerinde mutabakata varıldı.			A	R	
33. Eğer donatılmışsa, bağımsız yüksek seviye alarmları çalışır durumda ve test edildi.			A	R	
34. Gemi/sahil bağlantısında uygun elektrik yalıtım vasıtaları yerindedir.			A	R	
35. Bir geri döndürmez valf ile donatılan sahil devreleri veya geri kaçmadan sakınmak için prosedürler görüldü.			P	R	
36. Sigara içme odaları tayin edildi ve sigara içme gereksinimleri gözlenmektedir.			A	R	Tayin edilen sigara içme odaları:
37. Çıplak ışık kuralları gözlenmektedir.			A	R	
38. Gemi/sahil telefonları, taşınabilir telefonlar ve çağrı cihazları gereksinimleri gözlenmektedir.			A	R	
39. El fenerleri onaylı tiplerden biridir.					
40. Sabit VHF/UHF vericileri ve AIS ekipmanı doğru güç modunda veya kapalıdır.					
41. Seyyar VHF/UHF vericileri onaylı tiplerden biridir.					
42. Geminin ana telsiz verici antenleri topraklanmıştır ve radarlar kapalıdır.					
43. Tehlikeli bölge içindeki seyyar elektrikli ekipmana kullanılan elektrik kabloları güç kaynağından sökülüştür.					
44. Pencere tipi iklimlendirme üniteleri bağlantısı kesildi.					
45. Yaşam mahallinin içinde pozitif basınç korunmaktadır ve kargo buharlarının girişine izin verebilir hava iklimlendirme girişleri kapalıdır.					
46. Pompa dairesinde uygun mekanik havalandırmayı sağlamak için ölçümler alındı.			R		
47. Acil bir kaçış için hazırlık vardır.					
48. Operasyonlar için maksimum rüzgar ve ölü dalga kriteri.			A		Kargonun durması: Sökülme: Ayrılma:
49. Uygunsa, Liman Tesisi Güvenlik Zabiti ve Gemi Güvenlik Zabiti arasında güvenlik protokollerinde mutabakata varıldı.			A		
50. Uygun olduğu yerde, ya inertleme veya geminin tanklarına pörç yapmak için ya da geminin içine devreyi temizleme için sahilden nitrojen ikmal alımı için prosedürlerde mutabakata varıldı.			A	P	

Eğer gemi bir inert gaz sistemi (IGS) ile donatılmışsa, veya donatılmasını talep etmişse, aşağıdaki ifadeler yazılmalıdır:

Inert Gaz Sistem	Gemi	Terminal	Kod	Açıklamalar
51. IGS tam olarak faal ve iyi çalışır durumdadır.			P	
52. Güverte (su) siilleri veya muadili iyi çalışır durumdadır.			R	
53. Basınç/vakum kırıcılarında sıvı seviyeleri doğrudur.			R	
54. Sabit ve seyyar oksijen analiz ediciler kalibrasyonları yapılmış ve uygun bir şekilde çalışıyorlar.			R	
55. Bütün tank bireysel IG valfları (donatılmışsa) doğru olarak ayarlanmış ve kilitlenmiştir.			R	
56. Kargo operasyonlarıyla sorumlu bütün personel, inert gaz tesisinin kusuru halinde tahliye operasyonlarının durdurulması ve terminale haber verilmesinin farkındadır.				

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Kısım 'D' - Dökme Sıvılaştırılmış Gazlar- Sözlü Doğrulama

Dökme Sıvılaştırılmış Gazlar	Gemi	Terminal	Kod	Açıklamalar
1. Kargonun güvenli elleçlenmesi için gerekli bilgiyi veren Madde Güvenlik Bilgi Formları (MSDS) elde mevcuttur.				
2. Bir imalatçı yasaklama sertifikası, uygun olduğu yerde, temin edildi.				
3. Su sprey sistemi derhal kullanım için hazırdir.				
4. Yeterli uygun koruyucu ekipman (kendinden destekli solunum aparatı dahil) vardır ve derhal kullanım için koruyucu giysi hazırdir.				
5. Ambar ve bariyer arasındaki bölümler uygun bir şekilde inertlenmiş veya gerektiği gibi, kuru hava ile doldurulmuştur.				
6. Bütün uzaktan kontrol valfları çalışır durumdadır.				
7. Gerekli kargo pompaları ve kompresörler iyi durumdadır ve maksimum çalışma basınçları (hususunda), hususunda gemi ve mutabakata varıldı.			A	
8. Sıvı haline gelme veya kaynama kontrol ekipmanı iyi durumdadır.				
9. Gaz bulma ekipmanı kargo için uygun olarak ayarlandı, kalibrasyonu yapıldı, test edileli ve kontrol edildi ve iyi durumdadır.				
10. Kargo sistem göstergeleri ve alarmları doğru olarak ayarlandı ve iyi durumdadır.				
11. Acil durdurma sistemleri test edildi ve uygun şekilde çalışıyor.				
12. Gemi ve sahil birbirinin ESD valflarının, otomatik valfların ve benzer düzenlerin kapatma hızı hususunda bilgilendi.			A	Gemi: Sahil:
13. Elleçlenecek olan kargonun maksimum/ minimum sıcaklıklarında/basınçlarında gemi ve sahil arasında bilgi değişimi yapıldı.			A	
14. Herhangi bir kargo operasyonu ilerlerken, her zaman kargo tanklarının dikkatsizce aşırı dolmasına karşı korunmuştur.				
15. Kompresör dairesi uygun olarak havalandırılmıştır, elektrik motor dairesi uygun olarak basınçlandırılmıştır ve alarm sistemi çalışıyor.				
16. Kargo tank emniyet valfları doğru olarak ayarlanmıştır ve gerçek emniyet valfinin ayarları açık ve görünür bir şekilde gösterilmiştir. (Ayarların kaydı aşağıdadır.)				

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

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	DEKLARASYON																																								
Bu kontrol listesini, gerektiği yerde ortaklaşa olarak kontrol ettik, bilgimiz dahilindeki girişlerin doğru olduğundan emin olduk. Ayrıca ihtiyaç duyulduğunda kontrollann tekrarlanması için gerekli düzenlemeyi yaptık ve Kontrol Listesindeki 'R' kodlarıyla işaretli maddelerin saatleri aşmayan aralarda yeniden kontrol edilmesi gerektiği kararına vardık.																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Gemi için</th> <th style="width: 50%;"></th> <th style="text-align: left;">Sahil için</th> <th style="width: 50%;"></th> </tr> <tr> <td>Adı</td> <td></td> <td>Adı</td> <td></td> </tr> <tr> <td>Görevi</td> <td></td> <td>Pzisyonu veya Ünvanı</td> <td></td> </tr> <tr> <td>İmza</td> <td></td> <td>İmza</td> <td></td> </tr> <tr> <td>Tarih</td> <td></td> <td>Tarih</td> <td></td> </tr> <tr> <td>Saat</td> <td></td> <td>Saat</td> <td></td> </tr> </table>	Gemi için		Sahil için		Adı		Adı		Görevi		Pzisyonu veya Ünvanı		İmza		İmza		Tarih		Tarih		Saat		Saat		Kontrollerin tekrarlanması kaydı: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Tarih:</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>Saat:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gemi için ilkler:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sahil için ilkler:</td> <td></td> <td></td> <td></td> </tr> </table>	Tarih:				Saat:				Gemi için ilkler:				Sahil için ilkler:			
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Görevi		Pzisyonu veya Ünvanı																																							
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ANNEX-19 Dangerous Goods Handling Guide Additional Cargo Notification (When necessary)

The cargo notification, which is not specified in the Dangerous Goods Guide in effect at our Coastal Facility and is planned to be handled at the facility, is made to the Tekirdag Regional Port Authority by filling out the form below.

Our facility has to prove that the equipment to be found in the facility is available according to the Code to which the cargo in question is subject and the attached safety data sheet, that all necessary precautions such as first aid, fire and safety have been implemented, and that the necessary updates have been made in the Dangerous Goods Handling Guide and other procedures.

Uygun sevkiyat adı		
Varsa UN Numarası ve Class ID/Karakteristik tablosundaki gruplar		
Yükün türü ve tabii olduğu kod	Tehlikeli Sıvı Dökme Yükler (Petrol ve Petrol Türevleri-MARPOL Ek-1)	
	Tehlikeli Sıvı Dökme Yükler (Kimyasal ve Benzeri-IBC Kod)	
	Tehlikeli Sıvı Dökme Yükler (Sıvılaştırılmış Gaz-IGC Kod)	
	Paketli Tehlikeli Yükler (IMDG Kod)	
	Tehlikeli Katı Dökme Yükler (IMSBC Kod)	

Ek: Güvenlik Bilgi Formu (SDS)

Tehlikeli Madde Güvenlik Danışmanı	Kıyı Tesisi Yetkilisi
Ad/Soyad/İmza	Ad/Soyad/İmza