

TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION



Version: 9.0

In case of any emergencies on board, the ships management needs to inform the harbor department as soon as possible on +31 (0) 2514-91475 (Stevedoring Information Centre)!

TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Safety statement

In welcoming you to the Port of Tata Steel IJmuiden, we wish to draw your attention to the following information and safe practices during loading and discharging operations.

- Whilst your vessel is berthed at Tata Steel IJmuiden, it is important that **all crew members** follow **all** port safe working practices and requirements to ensure their own safety and the safety of others.
- Whilst stevedores are working aboard your vessel, crew members **must never** work in the proximity of crane operations or forklifts.
- Crew members must not enter the stevedore working area aboard the vessel. Where it is essential that a ship's OFFICER enters the area to monitor the stow, this can be done while stevedores are not at work in the hold. There are a number of moments during the shift that stevedores leave the hold. These moments can be discussed with the stevedore foreman every start of the shift. When it is necessary to enter the hold in between, stevedores will need to stop the work to ensure a safe working environment for the ship's officer. This delay will be noted. Stevedores Information Center (SIC tel. +31(0)251 491475) must be contacted for agreement **before** entering the hold to ensure safe access.
- Crew members must not enter the stevedores working area ashore. Where it is essential that the officer needs to inspect cargo ashore prior to shipment, he must be escorted into the working area with the stevedores foreman.
- Crew members must wear Personal Protective Equipment (PPE) in accordance with this port information document.
- **Under no circumstances** are crew to enter an area where forklifts are operating. Prior agreement must be reached.

HATCH COVER GANTRY CRANE OPERATION

a) the onboard gantry crane **MUST NOT** operate when stevedores and surveyors are boarding/departing your vessel.

b) if the hatch gantry is already in operation (closing hatches for rain for example), then no shore personnel are to enter the crane operational area and should be prevented from walking along deck (stevedores and surveyors have been instructed accordingly).

I confirm that I have read this Safety Notice provided to me by **Tata Steel** and confirm proper communication of its content to all of my **crew members**. On behalf of the crew, I confirm that we will comply with the above requirements.

Sign off: see arrival checklist on pages 20 and 21

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

General information

Stevedoring Department

Post box: P.O. Box 10.000
Location: 1F.02
Postal code: 1970 CA
City: IJMUIDEN
Country: Nederland
Telephone: +31(0)251 491475 general information (24/7) +31(0)251 491629 cargo information (24/7)
+31(0)251 494877 Coordinator inner harbor
Email: siclthavens@tatasteelurope.com

Working hours are divided in three shifts with two breaks.

Morning shift: 06.00 - 14.00 hrs.
Evening shift: 14.00 - 22.00 hrs.
Night shift: 22.00 - 06.00 hrs.

The breaktimes may vary but the standard time are:

Morning shift: 08.00 - 08.30 and 11.00 – 11.30 hrs.
Evening shift: 16.00 - 16.30 and 19.00 – 19.30 hrs.
Night shift: 00.00 - 00.30 and 03.00 – 03.30 hrs.

Agent

TATA-STEEL NEBAM

Adres: 2e Rijkswaterhaven 39
Postal code: 1951 JN
City: Velsen Noord
Telephone: +31(0)251 495506
Telephone 24/7: +31 (0)6 22396647
E-Mail: nebam@tatasteelurope.com

If there is a dispute between ships management and Stevedores, please escalate to the agent for mediation.

Harbor information

Tata Steel On Site Logistics uses an outer harbor with two quay's (BuKa 1 en 3) and one inner harbor (BiHa 3). The inner harbor is partially covered against weather influences (All Weather Terminal, AWT).

Port Facility Security Officer

The shift manager on duty is responsible as PFSO.

Harbor representative

According to the BLU code, the representative is the on duty team leader of On Site Logistics.

IMO GSIS Identification

Major Port: Velsen, The Netherlands
Port ID number: 25282
Un Locator code: NLVEL

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TATA STEEL STEVEDORING AND WAREHOUSING

PORT SAFETY AND SECURITY INFORMATION

Port Facilities

Buka 1/3:

Velsen: Tata steel B.V. NL-VEL-0005

Biha 3:

Velsen: Tata steel B.V. NL-VEL-0006

The facilities of Tata Steel are ISPS/code approved by the Dutch government on 06/22/2004.

Tidal information

Tide difference

1.83 m = 6'00" during high tide

1.38 m. = 4'03" during neap tide

Average duration high tide

4 hours 24 minutes

Neap tide

8 hours 1 minute

Water density at BuKa 1/3 is 1015 kg/m³

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TATA STEEL STEVEDORING AND WAREHOUSING

PORT SAFETY AND SECURITY INFORMATION

Outer harbor 1:

Quay length:

414 meters

Quay height:

4.20 meters above NAP (Normal Amsterdam Level)

East quay (50 – 315 m):

Maximum allowed draft 8.20 meters or 28ft with guarantee of always afloat to L.L.W.S

West quay (315 – 450m):

Maximum allowed draft 9.80 meters or 32ft with guarantee of always afloat to L.L.W.S

Amount of cranes:

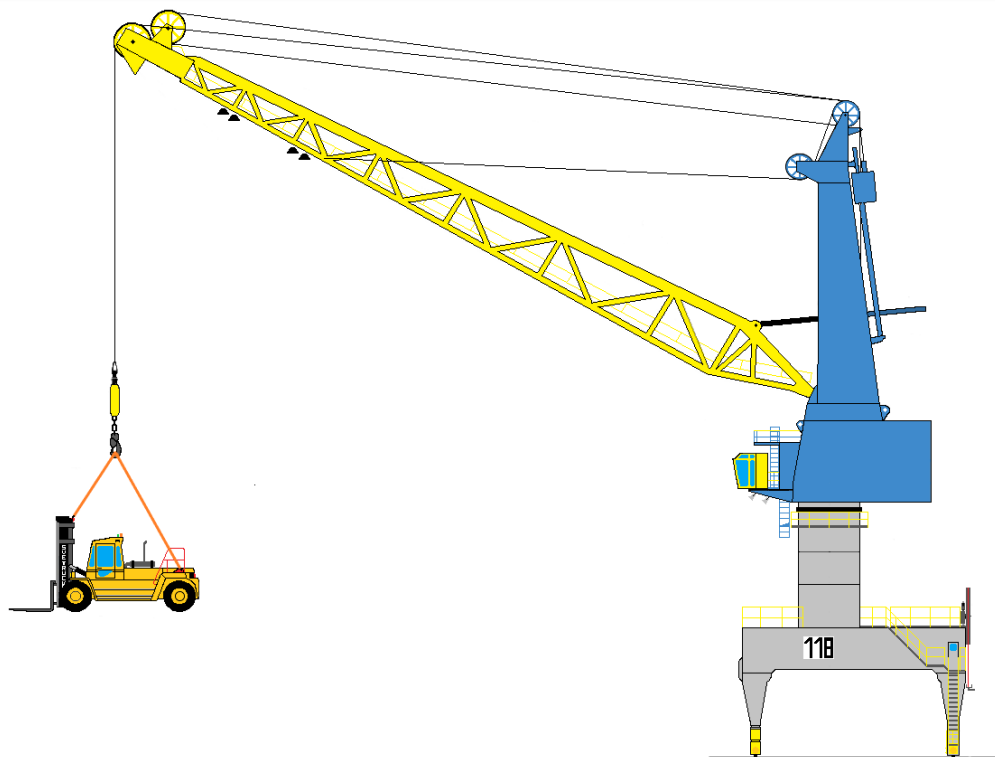
One operational crane

Max. lifting capacity

21,9/35 ton at 40,2/15,7 meters

No limitations for draft or hatch height

flight	weight
40,2 M	21.9 ton
39 M	22.6 ton
38 M	23.6 ton
37 M	24.2 ton
36 M	25.0 ton
35 M	25.8 ton
34 M	26.6 ton
33 M	27.5 ton
32 M	28.3 ton
31 M	29.1 ton
30 M	30.0 ton
29 M	30.8 ton
28 M	31.6 ton
27 M	32.5 ton
26 M	33.3 ton
25 M	34.1 ton
24 M	35.0 ton
15,7 M	



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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Inner harbor 3:

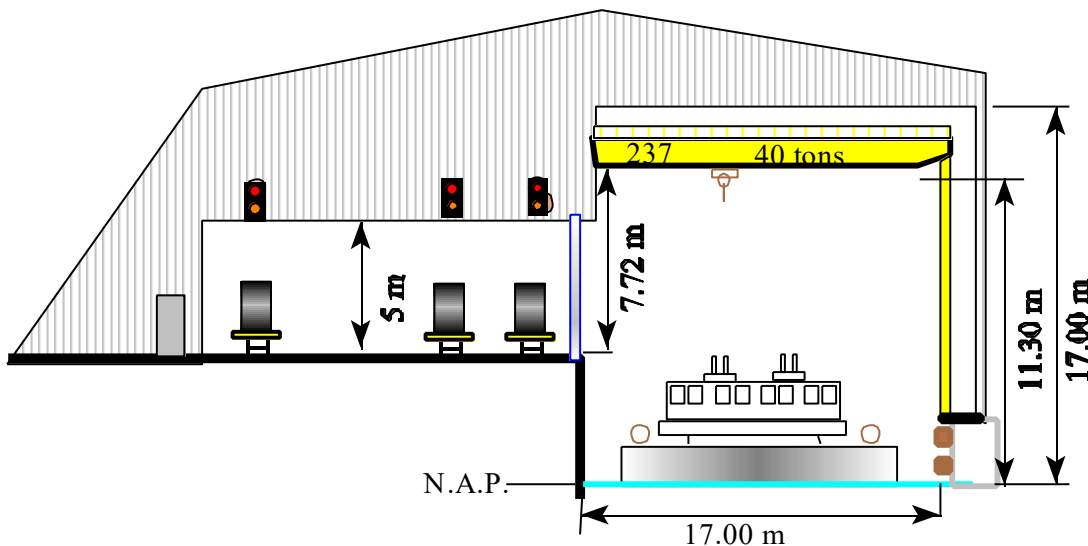
Quay length: 212 meters which 120 meters are covered
Quay height: 4.00 meters above NAP (Normal Amsterdam Level)
Max. draft: **5.70 m of 18ft 8.4 inch**

Outside quay:

Quay length: 92 meters

All Weather terminal:

Quay length: 120 meters
Quay height: 4.00 meters above NAP
Max. ships height: 17.00 meters
Max. ships height under crane beam: 11.30 meters
Max. hatch cover draft: **min: 6.10 meters**
Max. outreach: 13.75 meters
Height quay deck: 7.72 meters
Max. driving in height (truck/rail): 5.00 meters
Max. lifting height: 8.00 meters
Number of cranes: one
Max. lifting capacity: 40 tons
Shore connection: 400 V (3 phase + neutral + ground), 50Hz, 32/63 A



Taking in fuel is not allowed inside the AWT! This can only be done alongside the AWT.

The water level of the North Sea canal is held between -0.30 and -0.47m NAP (Normal Amsterdam Level). The average water level is -0.40.

It is not allowed to enter the AWT backwards! The propeller contaminates the water cooling station of the Vattenfall company. Also, the fire department demands that the ships accommodation is outside the AWT because of fire hazards.

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Remotely controlled equipment

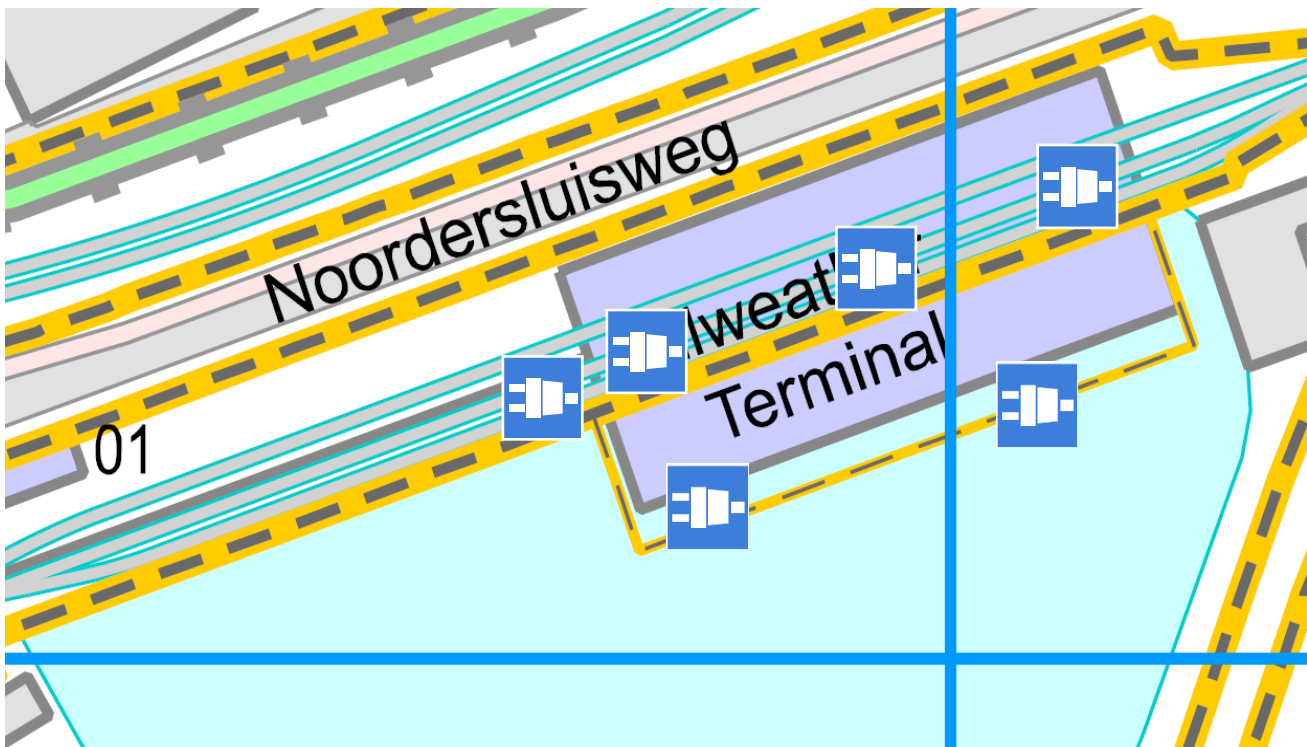
To prevent malfunctions on our wireless connections that we use for scanning and processing cargo data, Tata Steel requests when moored inside the AWT to turn off your wireless equipment.

Use of generators and quay electricity

Tata Steel is required by law to prevent diesel emissions that our personnel is exposed to. Tata Steel also wants to limit emission to the immediate environment as much as possible.

Therefore it's not allowed to use of diesel generators of inland vessels at the BuKa3 and BiHa3 quay's when moored. You can use shore power for free to power the ship. This is not mandatory, for example you can also use a battery.

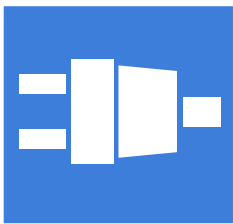
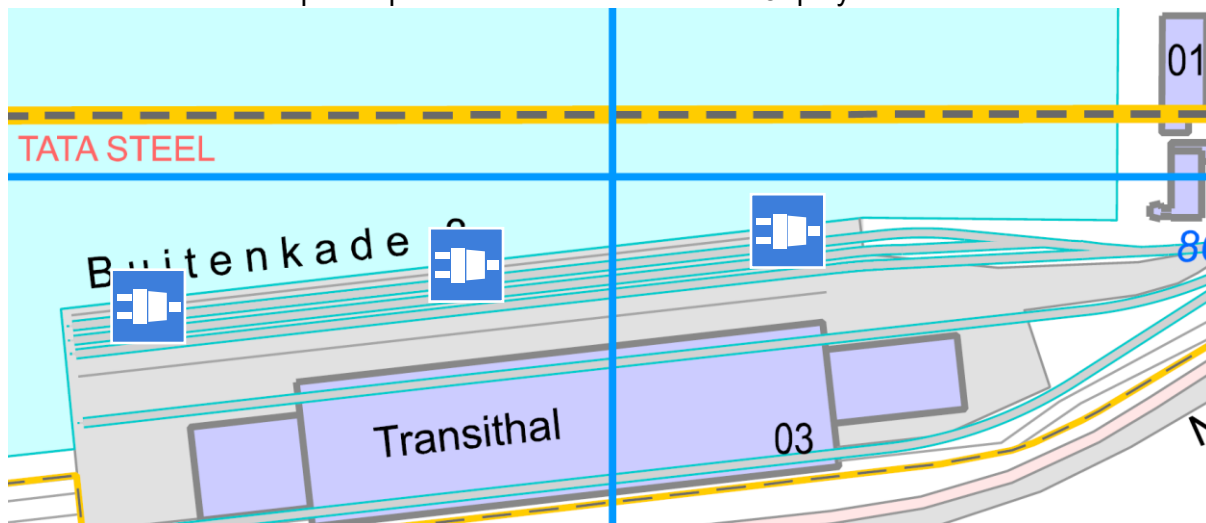
There are four shore power points available on the AWT-quay. One just outside the AWT en three under the roof of the AWT. On the waiting berth alongside the AWT, there are two shore power point available.



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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

There are three shore power points available for the BuKa3 quay.



A shore power point is recognizable with the following sign:

Be careful: there are also power supply boxes present without this sign. These power supply boxes are not safe to connect the ships to.

All shore power points are 400V, 50Hz with 300mA earth leakage protection and a work switch. Coupling with the ship is possible with a CEE 5 pin plug, 32 A or a CEE 5 pin plug, 63 A.

Connect your vessel as follows for safety reasons and to prevent failure of our installations or those of the vessel:

1. Switch off generator on board
2. Check whether the switch on the shore power installation is set to "off". Set it to "off" if necessary
3. Connect plug
4. Set maintenance switch to "on".

When departing, disconnect in the following order:

1. Set the maintenance switch on the shore power installation to "off".
2. Disconnect plug
3. Start engine/generator

If something goes wrong and the earth leakage protection intervenes, it can be reset in the power supply box itself. The instruction for this is on the power supply box. If it still does not work after three resets, please contact the SIC +31(0)251 491475.

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Excess port area and factory site

Buka 1/3

Leaving by car

You can leave the facilities without formalities. You may be stopped at the gate for identification and search of the vehicle at the main gate by security.

Leaving by foot or bicycle

It is not allowed to move on the factory site by foot or bicycle. You need to report at the Stevedoring Information Centre (SIC), where transport will be arranged. A free taxi will be arranged to collect you from the waiting area. The waiting area is located at the entrance to the port (near the barriers). The taxi will take you to the main gate.

You can use an exit ticket to open the streetside gate to get out. The Stevedoring Information Centre can provide you with an exit ticket.

Returning by car or taxi

You can come back through the main gate "Poort Rooswijk". After that you need to report at the gates of Buka 1/3. The taxi will park at the parking place. Passengers and crew will walk on the green pathway to the vessel. Outside of the green pathway, it is obliged to wear a helmet. Due to safety risks, it's not allowed for taxi's to drive at the quay's of Buka 1/3.

Returning by foot of bicycle

You can come back through the main gate "Poort Rooswijk". Report at the security office, which arranges free transport to Buka 1/3.

Identification

You always need to be able to show your identification. A valid passport or seaman's book with mention on the crew list are permitted. If you can't show identification, the access of the factory site can be withdrawn.



STREETSIDE GATE



STEVEDORING INFORMATION CENTRE



TATA MAIN GATE AT ROOSWIJK

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TATA STEEL STEVEDORING AND WAREHOUSING

PORT SAFETY AND SECURITY INFORMATION

Inner harbor and All Weather Terminal

Leaving and coming back from the gate

You can always arrive/depart from the gate. Outside office hours, use the push button to the gate/door (street side). Security will open for you (Tel:+31(0)2514-96430). If there is no answer, call +31(0)2514-91475.

Port Security Cab



Leaving from the waiting dock outside of the AWT

You can always leave from the gate outside. To do this, use the push button to the gate/door (1). The door is opened remotely by security.

Returning to the waiting dock outside of the AWT (camera security)

You request permission by using the push button (2). The door is opened remotely by security.

Passage from the waiting dock to the AWT

For safety reasons it is not possible to use this door (3). Contact the stevedores with the intercom.



1



Streetside



2



3

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

It is strictly forbidden to enter the AWT from the street side (Pontweg/Noordersluisweg) across the railway. The entrance is monitored by camera surveillance.



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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Regulations

General safety regulations

The ship's management is responsible for the safety of its crew members and passengers. The ship's management supervises safe behavior and compliance with the safety rules by crew members and passengers who have been appointed in the Port Safety & Security Information.

These regulations are part of the Port Safety & Security Information. At each arrival, the regulations are provided by the foreman on duty and must be signed. In addition, the regulations can be provided by the Stevedoring Information Center (SIC).

Every crew member, passenger or visitor on board one of the nominated ships must be aware of the applicable safety and security regulations. These regulations must be followed at all times.

Additional costs and lost time due to non-compliance with the regulations will be charged to the owner.

Loading and discharging

Notice of readiness

On arrival, the stevedores' representative inspects the condition of the holds. If approved, the notice of readiness will be accepted.

Port area

The ship is located in a high-risk industrial area.

- Use the green walkways.
- Watch out for remote controlled vehicles and trains. The operator cannot always see you. Machines and trains can always move!



It is forbidden to be within crane reach. If there is an urgent reason to enter this area, the foreman needs to grant permission.

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Crew members on deck and in the hold must always wear a safety helmet and safety shoes during the loading and/or unloading process.



Load and discharge progress

At arrival of the ship, the foreman will come on board to provide information to the ship's management about the progress of loading or unloading.

Progress information can be requested by the Stevedoring Information Centre (24/7).

Cargo holds

During the loading or discharging process, the holds must be fully open and secured. This also applies to the access hatches of the hold ladders.

It is not permitted to move hatches with the hatch crane when personnel are present in the hold.

Closing the hatches during rain is only permitted when the personnel have left the hold or can safely leave the hold by means of the hold ladders (*see safety notice on page 3*).

When moving or closing the hatch covers, the air hoses of the lashing equipment must be removed from the coaming.

During the dark, holds and entrances must be sufficiently lit. The lighting must be made available by the ship.

When the ships' cranes have to be used, the ship's management must hand over the necessary inspection documentation. This is laid down by law and included in Tata Steel's regulations.

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TATA STEEL STEVEDORING AND WAREHOUSING

PORT SAFETY AND SECURITY INFORMATION

Miscellaneous provisions

Line man

The use of line man is mandatory on arrival and departure in the ports of Tata Steel for sea going vessels. When shifting line man have to be used.

Mooring

The final mooring place is reported to the pilot and linesman. With larger ships, the foreman reports to the pilot or lines man, if the ship is moored properly.

The ships management is responsible to keep the ship close to the quay at any time.

Gangway

A gangway always needs to be available. The gangways need to be provided by the ship.

Ships' access

The ship's management must ensure that it is safe to board and disembark. Gangways and accommodation ladders must be equipped with handrails, fall nets and lighting. The crew is responsible for positioning and monitoring the gangway or accommodation ladders, even if a Tata Steel gangway is used. The gangway and other material of the ship must remain out of reach of cranes and railway rails.

Environment

Tata Steel has the ambition to reduce its impact on the environment and immediate surroundings. We also ask for your cooperation in this regard. Use audible alarms and signals as little as possible, unless this is necessary to ensure safety or avert danger.

The ship's management is obliged to cooperate in reducing harmful exhaust gases. Shore power is available in various places, see the **generator use and shore power** section for more information

De-ballasting is only allowed within the rules of the International Convention for the Control and Management of Ships' Ballast Water and Sediments.

In case of an oil spill or another environmentally hazardous substance, it is mandatory to immediately scale up to the team leader (+31(0)251 491475). Tata Steel will help contain and remedy the spill in accordance with Dutch law.

During bunkering of fuel or lubricants, the tapping points must be kept closed and all regulations must be followed.

Contamination of surface water by painting, paint, oil, solvents and other chemicals is prohibited. Painting outside is not allowed.

Factory site

The ship is moored in a hazardous environment. Ships management, crew and passengers need to be fully aware of the risks against person and properties.

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Maintenance ship

When repair work has to be carried out on the ship or engine, this must be reported to the stevedores and Nebam.

When there is a change that simultaneous work will be carried out by the crew and the stevedores interact, this should be done in coordination with the team leader.

Diving operations

Diving operations are only allowed after coordination with the team leader.

Bunkering

There are no facilities for bunkering drinking water and/or fuel oil. This must be ordered through the agent.

Bunkering in the All Weather Terminal is not permitted, only alongside the AWT.

Waste

It is strictly forbidden to leave waste on the factory terrain. Cleaning by the stevedores will be charged to the owners.

Disposal of waste must be arranged through the agent.

Damage

Damage caused by the ship to equipment must be reported immediately to the stevedore and settled within 24 hours before departure.

Damage to cargo must be reported immediately to the stevedores so that they can take appropriate measures.

Propeller testing

The propeller of a moored ship may only move during testing on departure, unless otherwise agreed with On Site Logistics.

Departure

Prior to departure, the ships' management will be informed about ordering line man, and a pilot and tugboats when needed. These have a minimum order time of two hours. Immigration authorities must be notified three hours before departure.

Loading and unloading truck goods

On a regular basis, trucks are unloaded with goods for the ship. The trucks are unloaded at the 'exclusion zone' by a forklift truck. The forklift brings the goods to the ship and places them in a safe place for the crew.

The crew is not allowed to take the items (manually) from the 'exclusion zone' to the ship due to safety risks.

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Security

Security level

Tata Steel facilities are security grade one unless otherwise specified. A Declaration Of Security (DOS) is not required if the ship is ISSC certified and therefore has the same security grade as Tata Steel.

Port Safety & Security Checklist

On arrival, the stevedores hand over a checklist describing safety and security.

Communication

Regular communication between the Ship Security Officer (SSO) and the Port Facility Security Officer (PFSO) takes place via the Stevedoring Information Center (tel: +31(0)2514-91475) or through the ship's agent.

Identification of crew members and passengers

The ship's agent provides the PFSO with an official crew and passenger list. On the Tata Steel site, crew and passengers are required to be able to identify themselves if requested by security personnel. In the Netherlands it is mandatory to always be able to identify yourself with an official identification document. This must be an official passport or identity card.

Identification of stevedores

Tata Steel staff are required to visibly wear their Tata Steel ID card (where safe to do so). They are also recognizable by the yellow Tata Steel clothing with reflection.

Visitors

All visitors to the ship must report to the Stevedoring Information Centre. Children under 16 must be accompanied by an adult.

Unaccompanied Baggage

Tata Steel does not accept or handle unaccompanied baggage (suitcases, bags and other personal belongings) that are not with the passengers or crew members.

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Stevedoring & Warehousing

Arrival checklist

Vessel: IMO nr.:			Gross: Tel.nr.:		
Date of Arrival:			Buka 1 / Buka 3 / Biha 3		
	Date	Signature	Remarks		
Safety Statement (page 3) - No entry to the stevedores work areas without permission. - No operation of gantry crane above work area. - Ships personnel wears the prescribed PPE.					
Condition of Gangway					
Safe access to the holds. Those have to be open during the operation.					
Condition of the holds? (clean dry and free of smell)					
Illumination of the holds					
Master is informed about the risks of remote controlled vehicles. Master will inform his crew about the safety and security rules as mentioned in this Safety & Security Port information					
Master informed about method of loading & securing as customary done by Tata Stevedoring.					
Master informed about the air hose hanging over the coming that will be used for lashing purposes in the holds					
Stevedoring:			Signed:		
Master:			Signed:		
Closing the hatch covers e.g. when it starts to rain etc, is only allowed if all stevedoring personnel have left the hold or can safely do so.					
Testing of engines with running propeller is only allowed with permission from stevedores.					
Security level					
Unless otherwise reported Tata steel Port Facilities will be on security level 1. A Declaration of Security (DOS) is not required if your vessel is ISSC certified and on the same security level as our Port Facilities.					
Please read the information about admittance to the Tata premises at page 11, 12 and 13					

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TATA STEEL STEVEDORING AND WAREHOUSING PORT SAFETY AND SECURITY INFORMATION

Stevedoring & Warehousing

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Master informed about the air hose hanging over the coming that will be used for lashing purposes in the holds					
Stevedoring:			Signed:		
Master:			Signed:		
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