

Tool Box Meeting Before Arrival Loading Port

Port : YOSU, SOUTH KOREA

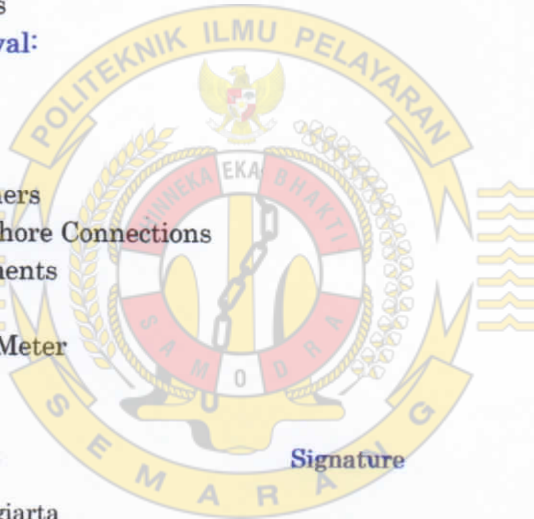
Arrival Date : 06 November 2015

Items Discussed:

- Cargo Details
- Loading Plan
- Loading Sequence
- Ballasting Plan
- Loading Rate
- Lines to be used
- Port Regulations
- Emergency Shut Down System
- Smoking Places
- Mooring Arrangement
- Fire Wire Arrangement
- Tug Boat Arrangement
- Watch & Duties

Items to prepare before arrival:

- Scupper Plugs
- Fire Monitor
- Fire Hose
- Fire Extinguishers
- International Shore Connections
- SOPEP Equipments
- Wilden Pumps
- Gas & Oxygen Meter
- Others



Crew's Attended the Meeting :

2nd Officer : Sondang Linogiarta
3rd Officer : Purnomo Sasmita
Bosun : Tukiyo
QM A : Bambang Hermanto
QM B : Rusman
QM C : Muhammad Habifi
OS : Bachty Perdana Sakty
D/Cadet : Abdul Gani

Signature

Agung Dwi Subeno
Chief Officer

Capt. Arifin Rusmana
Master

JAYA OCEAN
Singapore

PRE-PLAN FOR CARGO LOADING OPERATIONS

VOY. NO. : 26/15
PORT : YOSU, SOUTH KOREA
BERTH : 02
DATE : 06 November 2015

1. GENERAL INSTRUCTIONS
2. PRE - ARRIVAL CHECK LIST
3. PRE - CARGO OPERATION CHECK LIST
4. LOADING PROCEDURE OPERATION
5. DEBALLAST PROCEDURE AND OPERATIONS
6. ARRIVAL AND DEPARTURE CONDITION
7. DUTY ASSIGNMENT AND ACTION IN CASE OF EMERGENCY
8. CARGO OPERATION LOG

Plan Acknowledge by;

2/O : Sondang Linogiarta

3/O : Purnomo Sasmita

Plan Prepared by; Agung Dwi Subeno
Chief Officer

Plan Approved by; Capt. Arifin Rusmana
Master

1. GENERAL INSTRUCTIONS

- 1 Check and ensure tightness of all scuppers plug on main deck
- 2 Fire fighting equipments on readiness (hoses, Extinguishers and deck turret Nozzles)
- 3 Oil pollution equipments on stand-by at manifold area and on aft side in front of accommodation area port and starboard. Welden pumps ready with hoses connected to line going to residue tank.
- 4 Engine room skylights / Accommodation doors, ports and windows are kept shut during entire operation, leave one (1) door open for safe and emergency access upper deck sea side.
- 5 Ensure all safety signs and warning notices properly rigged and displayed near ship / shore access point, implement strictly to follow all safety signs and notices.
- 6 Check all appropriate flags are hoisted and during the night appropriate lights are on so that proper illumination on deck and surroundings maintained.
- 7 Ensure vessels deck are clean and free from any oil slicks and other unsecured items.
- 8 Officers and crew involved in cargo transfer operation must wear proper protective equipments, clothing and safety gears.
- 9 Supervise connecting of hoses / chocks arms in manifold area, implement strict compliance with marpol regulations and as per ISGOTT procedures.
- 10 Advise Master , chief officer, duty officer over walkie talkie name and purpose of persons visiting the vessel and log in into visitors log records. Always imposed appropriate measures as per vessel security plan and level.
- 11 Observe and obey local port rules and regulation.
- 12 For hazard and precaution related to the cargo carried please refer to the cargo MSDS.

BEFORE COMMENCE LOADING OPERATION

- 1 Ensure all checks as per company tanker safety checklist, Ship/Shore safety checklist are completed and signed by both parties.
- 2 Loading procedures and orders must be understood by both parties and signed.
- 3 Line - up deck valves and pump room valves in advance, inform terminal when vessel is ready to receive designated cargo.
- 5 Ensure all manifold pressure gauges are in open position and constantly watched for any pressure build up during entire operations.

DURING LOADING OPERATION

- 1 Follow instructions and procedure in " LOADING AND DEBALLASTING PROCEDURE AND STAGES"
- 2 Constantly check all manifold connections, cargo lines and valves for any signs of oil slicks, if leakage found suspend cargo transfer operation immediately and close manifold valves.
- 3 Check hourly pump room space for any signs of abnormalities and leakages, inform cargo control room or duty officer before entering the space bear in mind to follow all safety measures.
- 4 During entire operation mooring wires / ropes and fire wires to be constantly watch keeping vessel properly alongside, fire wires always 1 meter above sea level or as per local recommendation by terminal.
- 5 Hourly loading rates / deballasting rates to be taken regularly including vessels longitudinal conditions and strength.

All events related to cargo operation to be recorded in the **CARGO OPERATION LOG**

- 6 Before heavy lightning (Electrical storm) and gusty winds (Squally weather) comes, advise Chief Officer at once to suspend all cargo operation.
- 7 Call chief officer anytime in case of doubt or if you observed the operation departs from this planned.
- 8 For different stages during loading follow the attached printouts from the loading computer.

2.

PRE-ARRIVAL CHECK LIST

PORT: **YOSU, SOUTH KOREA**DATE : **6-Nov-15**VOY. NO. **26/15**

THIS CHECKLIST SHOULD BE COMPLETED AND LOGGED BY THE CHIEF OFFICER
PRIOR TO ARRIVAL IN PORT

1. Have all lighting ondeck, pump room and specific spaces been tested.	<input type="checkbox"/>
2. Has electrical cable box gas tight cover checked.	<input type="checkbox"/>
3. Has pump room vent. / light and fan, interlock system properly worked.	<input type="checkbox"/>
4. Has air / Fresh water and sea water on deck.	<input type="checkbox"/>
6. Are cargo monitoring systems, ullage, temperature and pressure operational.	<input type="checkbox"/>
7. Has ballast pump been tested, trip limits and emergency shut down system.	<input type="checkbox"/>
8. Are visually and audible alarms cargo tanks functionig correctly.	<input type="checkbox"/>
9. Have all cargo valves and cargo lines checked. If not use should be shut.	<input type="checkbox"/>
10. Are loading lines properly connected and unused minifold blanked and fully bolted.	<input type="checkbox"/>
12. Are portable pressure gauge and thermometers on manifold correctly fitted.	<input type="checkbox"/>
13. Are cargo handling equipments ready for cargo operation.	<input type="checkbox"/>
16. Are all PPE clean and ready for used.	<input type="checkbox"/>
17. Are there NO leakage of cargo and ballast tanks. Make to check.	<input type="checkbox"/>
18. Has the Oil Spill Contingency Plan been implemented.	<input type="checkbox"/>
19. Are all scuppers and drain plugs on deck easy to operate.	<input type="checkbox"/>
20. Have safety equipments been rigged.	<input type="checkbox"/>
21. Is MSDS posted in Mess room / CCR and public spaces.	<input type="checkbox"/>
22. Have all portable spool pieces been fitted and unsued ones blanked-off.	<input type="checkbox"/>
23. Are sea valves, overboard disch. valves closed, lashed, locked and sealed.	<input type="checkbox"/>
24. Are ballast tanks checked for any oil sheen.	<input type="checkbox"/>

Checked By:

Agung Dwi Subeno
Chief Officer

3.

PRE - CARGO OPERATIONS CHECK LIST

PORT: YOSU, SOUTH KOREA

DATE : 06-Nov-15

VOY. NO. 26/15

THIS CHECKLIST SHOULD BE COMPLETED AND LOGGED BY THE CHIEF OFFICER
PRIOR CARGO OPERATION

1. IS A CARGO PLAN PREPARED.	<input type="checkbox"/>
2. HAVE ALL PROCEDURES BEEN AGREED WITH THE SHORE INCLUDING THE LOADING RATE, SHIP/SHORE CHECKLIST BEEN COMPLETED.	<input type="checkbox"/>
3. CAN THE NOMINATED CARGO BE LOADED.	<input type="checkbox"/>
4. IS THERE SUFFICIENT WATER AT THE INTENDED BERTH.	<input type="checkbox"/>
5. HAVE ALL PORTABLE SPOOL PICES BEEN FITTED AND UNUSED ONES BLANKED-OFF.	<input type="checkbox"/>
6. IS CARGO SURVEYOR ATTENDING.	<input type="checkbox"/>
7. WILL THE STABILITY AND STRESSES OF THE VESSEL BE W/IN ACCEPTABLE LIMITS DURING ALL STAGES OF THE CARGO OPERATIONS.	<input type="checkbox"/>
8. IS THE SHIP'S RADIO AND RADAR EQUIPMENT ISOLATED UNLESS SAFE FOR USE.	<input type="checkbox"/>
9. HAVE ALL CARGO VALVES AND VENT LINES BEEN SET AND CHECKED BY THE C/OFFICER.	<input type="checkbox"/>
10. ARE LOADING LINES PROPERLY CONNECTED AND ARE ALL UNUSED MINIFOLD BLANKED.	<input type="checkbox"/>
11. ARE ALL MANIFOLD FITTED WITH PRESSURE GAUGES AND THEMOMETERS.	<input type="checkbox"/>
12. ARE EMERGENCY PROCEDURES UNDERSTOOD WITH THE TERMINAL.	<input type="checkbox"/>
16. ARE ALL SEA VALVES AND OVERBOARD DISCHARGE VALVE CLOSED, LASHED AND LOCKED.	<input type="checkbox"/>
17. HAS THE OIL SPILL CONTINGENCY PLAN BEEN IMPLEMENTED.	<input type="checkbox"/>
18. ARE ALL DECK SCUPPERS PLUGGED AND PROPERLY TIGHTED.	<input type="checkbox"/>
19. HAVE BALLAST PUMPS BEEN TESTED, TRIP LIMITS AND EMERGENCY STOP.	<input type="checkbox"/>
20. HAVE SAFETY EQUIPMENTS BEEN RIGGED IN POSITION.	<input type="checkbox"/>
21. HAS PERSONAL PROTECTIVE EQUIPMENT BEEN WORN.	<input type="checkbox"/>
22. ARE BALLAST TANKS CHECKED FOR ANY OIL SEEN.	<input type="checkbox"/>

Agung Dwi Subeno
Chief Officer

4 PREPARATION FOR CARGO LOADING AND TRANSFER PROCEDURES

- 1 This whole operation will be done in closed gauging operation including ullaging, temperature, interface and cargo sampling.
- 2 Connect hoses / loading arm in manifold **1 X 8 "** **STBD SIDE MANIFOLD NO.1**
MAXIMUM LOADING RATE 509 M3/HR, INITIAL - 100 M3/HR, TOPPING OFF - 100M3/HR
Check cut valves **No. T-11** is in shut position,
Crossover valves in manifold shall be opened and discharging valve must close,
(Depand on situation which Manifold used, C/O will instruct you after finished pre-transfer conference)
Drops valves shall be opened as per Order from Chief Officer or Duty Officer .
(Depend on situation which line first, C/O will instruct you after finished pre-transfer conference)
All drain valves at manifolds are shut.
- 3 Cargo will be loaded according to loading plan.
- 4 Ensure all bulkhead valves and other valves not in used in pump room are shut and lashed.
- 5 Inform terminal when the ship is completed lining - up and ready to receive nominated cargo.
- 6 Load first in **COT No. 1 P/S** then loading tank by tank as per Order
- 7 When cargo tanks pressure build up and continues rising open mast riser, regulate opening not to introduce fresh air into the tanks.
- 8 Deballasting will be done first by gravity followed by using ballast pump owing not to reached maximum stresses and permitted draft while vessel in berth.
Deep Tank (C), WBT 1P/S will be deballasted.
- 9 Inform terminal before topping off commence, and ask for topping off rate.
- 10 Deck watchman to checked all cargo pipelines including associated deck lines for any traces of pollution and incidents beyond normal operation if reported investigate accordingly and cease cargo transfer operation.
- 11 During entire operation avoid excessive trim, regulate trim and longitudinal stress with cargo / ballast sequence as per the plan, keep vessel upright all the time and follow terminal port regulations.
- 12 Hourly monitor manifold pressure, hourly loading rate, deballasting rate, longitudinal stress and condition (e.g. Bending moments / Shear forces) sea condition and in port.
- 13 Safety of life and environmental friendly will be the foremost general idea of entire operation. Cross checking and proper monitoring of every sequence and stages must be done, inform or seek assistance when in doubt, call chief officer in advance anytime.
- 14 Monitor vessel's surrounding during entire operation especially when deballasting is in final stage.
Stripped ballast water as much as possible using ballast eductor.
- 16 For different stages during cargo operation see the attached print outs from the loading computer.
- 17 **MAX PERMITTED DRAFT 7.0 MTRS MAX TRIM 3.50 MTRS**
UKC MIN 0.5 MTRS

5. DEBALLASTING PROCEDURES

TANKS TO BE DEBALLASTED Deep Tank (C), 1P&S

START DE-BALLASTING WHEN CARGO LOADING COMMENCE.

CHECK BALLAST WATER IN BALLAST TANKS AND SURROUNDING.

DURING CARGO LOADING OPERATIONS, SHIP'S HEELING WILL BE SUDDENLY OCCURRED DUE FREE SURFACE EFFECT.

TO BE DEBALLASTING AS SOON AS POSSIBLE AND MAINTAINING TRIM AT LEAST 2.50 M BY THE STERN IF POSSIBLE DURING DEBALLASTING / EDUCTING OPERATION AND COMPLETELY DRY IN ALL BALLAST TANKS AND THEN TO BE ADJUSTED EVEN KEEL CONDITION AFTER COMPLETION DEBALLASTING.

SIMULTANEOUS DEBALLASTING WITH CARGO LOADING PROCEDURES NEXT SAFETY DETAILED CONTENT IS HEREUNDER AS FOLLOWS;

- 1) **PRIOR TO START DEBALLASTING OPERATION, ENSURE THAT ALL SBT WATER CLEAN.**
- 2) AFTER CONFIRM SAFETY CHECK & WITH PERMISSION FROM SHORE, START DEBALLASTING AS SOON AS POSSIBLE BY GRAVITY.
- 3) WHEN SOUNDING REACHED TO 5-00 M, START WBP
POSSIBLE AND THEN USE BALLAST EDUCTOR FOR STRIPPING .
- 4) DISCHARGED AS PER THE PLAN. (SEE THE ATTACHED PRINTOUTS)
- 5) DON'T HESITATE CALL C/O AND LOADING MASTER IF ANY DOUBT/PROBLEMS.
- 6) ALL BALLAST TANKS SHOULD BE COMPLETELY DRIED AS MUCH AS POSSIBLE.
- 7) MAINTAIN MIN. 2.5 MTRS OF SHIP'S TRIM IF POSSIBLE WHILE STRIPPING IN BALLAST TANKS
- 8) SHIP'S SIDE AROUND DEBALLASTING AREA, MIDSHIP PORT & STBD,
SHOULD BE CHECK FOR ANY OIL FILMS IN SIGHT.
- 9) ANY UNUSUAL NOISE FROM BALLAST PUMPS SHOULD BE REPORTED TO C/O
IMMEDIATELY.
- 10) GREAT ATTENTION TO HEELING CHANGES, DO NOT MAKE MORE THAN 1.5 DEGREE.

FINAL CONDITION IN BALLAST TANKS.

FPT. FULL

DWBT EMPTY

1P HALF

1S EMPTY

2P EMPTY

2S EMPTY

3P EMPTY

3S EMPTY

4P EMPTY

4S EMPTY