
LIQUID CARGO TERMINAL INFO BOOK

LUKA KOPER – PORT OF KOPER
Vojkovo nabrežje 38, 6000 Koper
SI - SLOVENIJA

Version July 2022



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1. Details of terminal contact personnel

Contact with terminal's representative on GSM: +386 31 670 839

Tel.: +386 5 66 56 - 485, Fax: +386 5 639 50 25

Bojan Tomišič, head of Terminal, tel.: - 705, e-mail: bojan.tomisic@luka-kp.si,

Dragan Zlatanović, sales executive, tel.: - 625, e-mail: dragan.zlatanovic@luka-kp.si

Bojan Kovačič, operations planning, tel.: - 445, e-mail: bojan.kovacic@luka-kp.si

Storage operators, tel.: Techem- 405, TRO - 556; e-mail: disponentiTTT@luka.kp.si.

Terminal's working time:

1st shift	from	06:00 – 14:00 Hrs
2nd shift	»	14:00 - 22:00 Hrs
3rd shift	»	22:00 - 06:00 Hrs

Techem on Pier I.

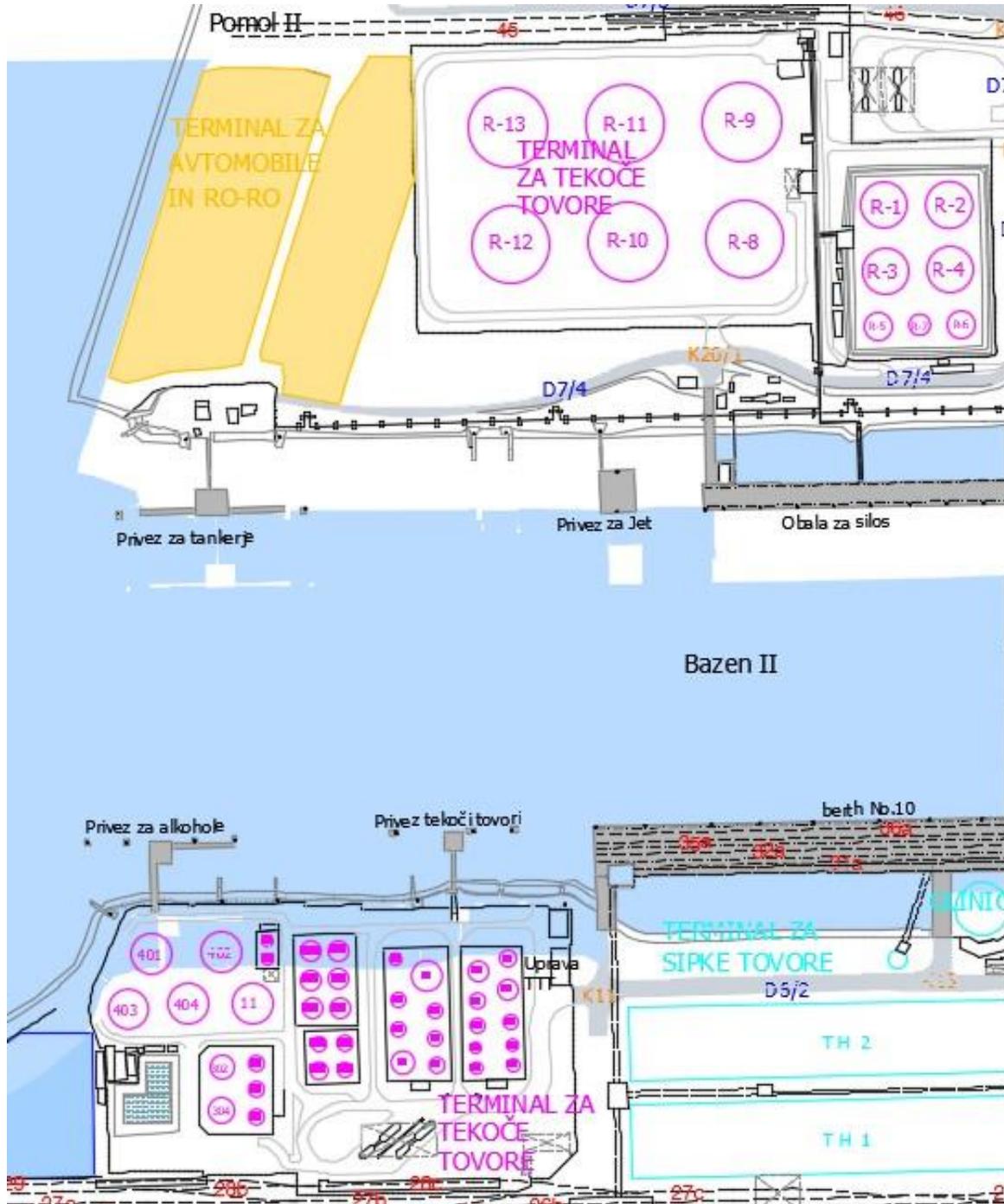


TRO on Pier II.



2. Technical data on the berths and loading or unloading equipment

Terminal overview:



Marine connection arm for Jet fuel Pier SILOS – TRO

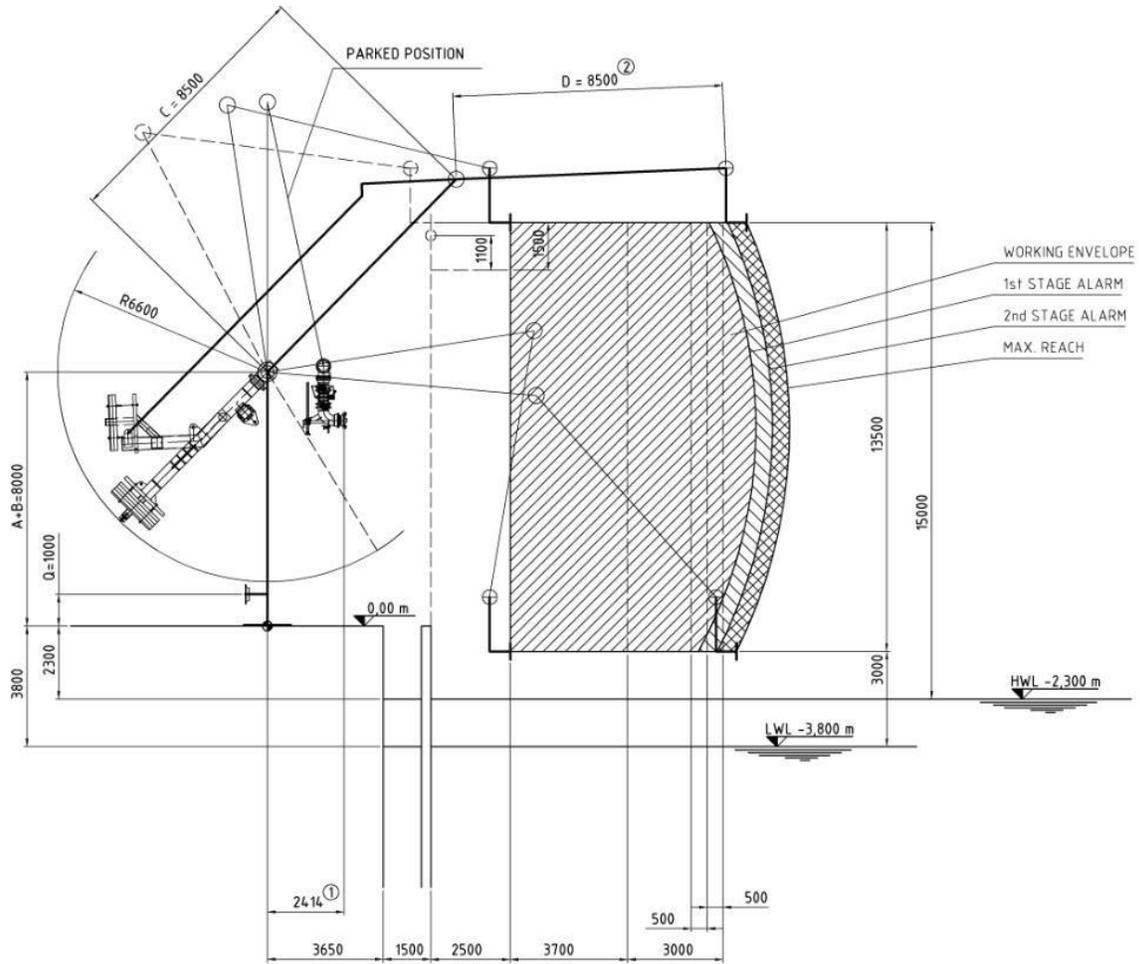
2 off EMCO 12" B 0030 - ERS Marine Loading Arm

Operation	-	hydraulically	
Designed to allow	-	loading / unloading of ships with 5.000 up to 65.000 DWT	
Balanced	-	in empty condition (without product)	
Product	-	Light Oil Products	
Flow Rate	-	max. 2.000 m ³ / hr	
Pipework Material	-	Carbon Steel (see para. 7)	
Dimensions:	-	Standpost	8.00 m
	-	Inboard Arm	9.00 m
	-	Outboard Arm	9.00 m
Swivel Seals	-	Viton	
Design Pressure	-	19 kg / cm ² (150 lbs. rating)	
Test Pressure	-	1.5 x Design Pressure	
Design Temperature	-	- 15°C up to + 60°C	
Design Wind Speed	-	180 km /h (stored position)	
Operating Wind Speed	-	100 km /h (connected)	
		see para. 13 "Comments and Deviations"	
	-	50 km /h(maintenance position)	
Platform loads:			
- Total dry weight W		approx. 23.000 kg	
- Shear F _s (max. Wind)	T.B.A.	N	
- Overturning moment OTM	T.B.A.	Nm	

OT  **F**

Design in principle as per drawing B0030 - ERS

W

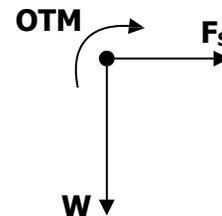


Marine connection on berth TC1

2 off EMCO Marine Loading Arms Type B 0030 - 8" ERS

Operation	- hydraulically
Designed to allow	- unloading of tankers DWT 5.000 up to 65.000
Balanced	- in empty condition (without product)
Product	- Methanol; Ethanol; Jet- A1; Gasoil
Flow rate	- 1.000 m ³ /h at flow velocity 9 m/s
Pipework material	- Carbon steel
Dimensions:	- Standpost 8,00 m
	- Inboard Arm 8,50 m
	- Outboard Arm 8,50 m
Swivel seals	- PTFE
Design temperature	- - 15°C to + 45 °C
Design pressure	- 16 kg/cm ² (bar)
Test pressure	- 24 kg/cm ² (bar)
Max. allowable wind speeds	- 128 km / h(stored position)
	- 80 km / h(connected)
	- 50 km / h(maintenance position)

Platform loads:	
- Total dry weight W	approx. 12.500 kg
- Shear F_s (max. Wind)	TBA N
- Overturning moment OTM	TBA Nm



4. Water density at the berth

All berths in summer: 1.022 - 1.024 kg/dm³

All berths in winter: 1.025 - 1.027 kg/dm³

Average during year: 1.022 – 1.027 kg/dm³

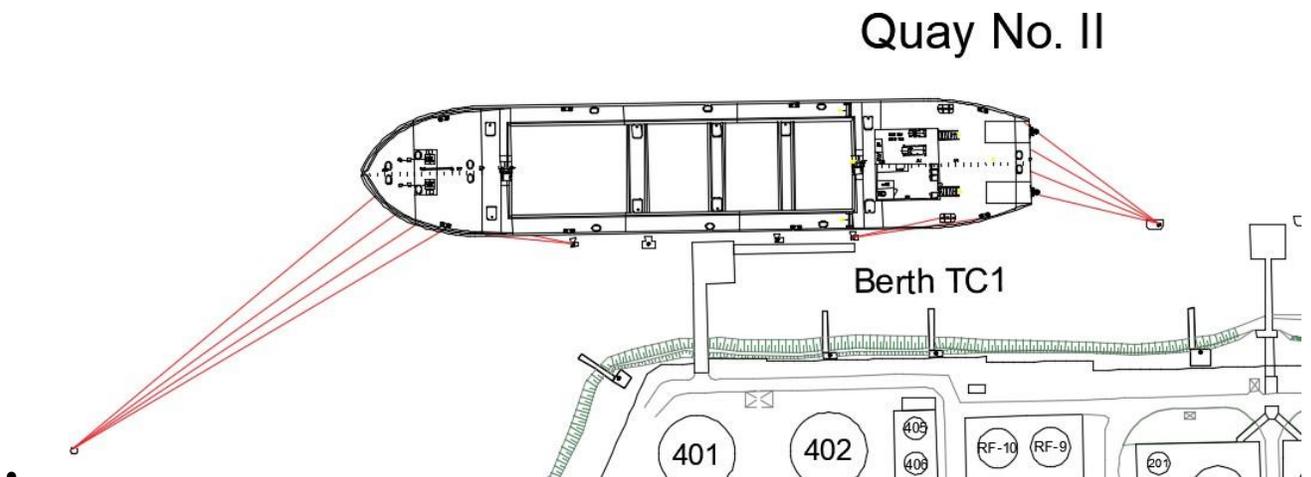
5. The minimum and maximum size of ship

Restriction:

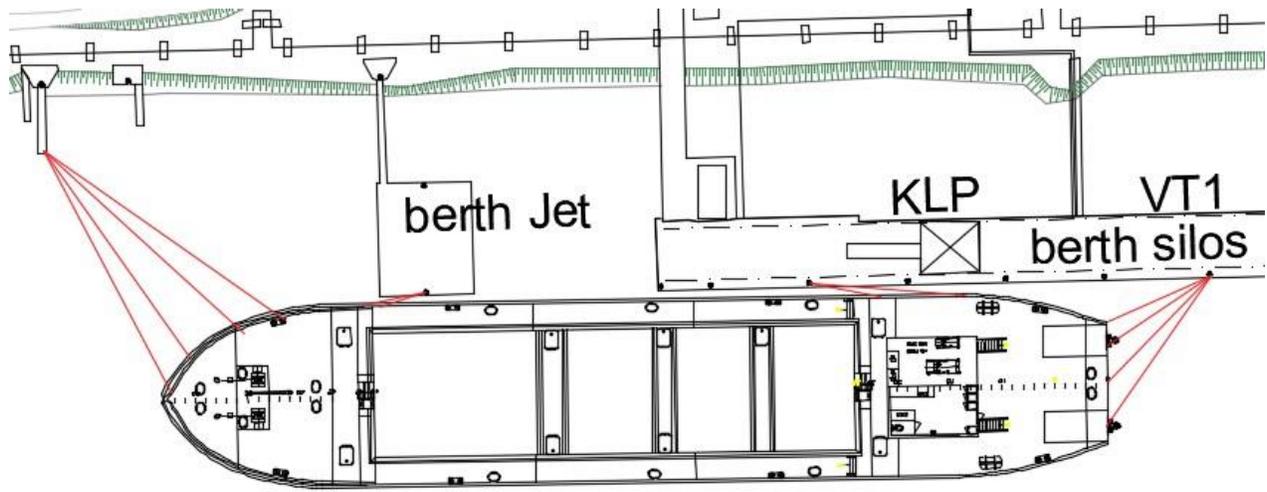
Berth	Max LOA	Max. draft	Max DWT	Beam max.	Min Parallel body length:
TC1	200 m	11,9 m	55.000 t	32,2 m	36 m
SIL	200 m	12,5 m	55.000 t	32,2 m	Not restricted

6. Mooring arrangements

- **Organised 24 hrs/day** by the Luka Koper INPO d.o.o. company (subsidiary company of Luka Koper d. d.)
- **Mooring arrangements: 4 head lines; 4 stern lines; 2 head spring lines; 2 stern spring lines**
- **Berth TC1: 200 m**



- **Berth Silos /Jet: 200 m**



Quay No. II

7. Loading or unloading rates and equipment clearance

Jet fuel silos (MLA) 1 x 12" max 2.000 m³/h

Diesel fuel silos (MLA) 1 x 12" max 2.000 m³/h

TC1 MLA) 8" max. 900m³/h

8. Loading or unloading procedures and communications

Loading or unloading procedures are designed by terminal regulations in compliance with 9001 (as amended), BS OHSAS 18001 (as amended) and 14001 (as amended).

9. Cargo weight determinations by weight meter and draught survey

Terminal contractors' [surveyors](#) – on request.

10. Conditions for acceptance of cargoes

According client surveyor report.

11. Access to and from ships and berths or jetties

Ship's accommodation ladder. Terminal accommodation ladder – on request if available.

12. Terminal emergency procedures

In case of emergency or urgent stop of unloading/loading operation contact terminal's representative item by dedicated radio.

If you need medical assistance in case of an accident or other incident, call the [security center of the Port of Koper](#), telephone number: **+386 05 66 56 950**.

A Mariner clinic is available in Koper, which providing medical assistance. Medical care and hospitalization are provided at the General Hospital Izola (7 km).

In case of a safety incident, fire or other accident call the security center of the port of Koper, telephone:

Port of Koper security centre: T: +386 5 6656 950

Police/Ambulance/Fire brigade: 112

Emergency Response Centre:

MRCC Koper VHF Channels 7, 8, 12 and 16.

T: +386 (5) 663 2106/8, F: +386 (5) 663 2110, koper.mrcc@gov.si

13. Damage and indemnity arrangements

Damage caused to the ship by using loading / unloading or hold cleaning terminal's equipment, must be reported immediately and in written form with detailed description of the damage yield to the terminal's representative.

Survey of the damage and the statement of its origin with necessary evidence (photos, drafts with measurements, etc.) must be carried out in presence of both (ship / terminal) representatives. The damage alike shall be repaired (before ship leaves the port) on terminal's account by [terminal's subcontractor](#) as soon as possible and when cargo condition will permit safe work..

All damages caused to the ship by terminal's loading /unloading equipment and which could impair the structural capability or watertight integrity of the hull, or the ship's essential engineering systems, will be registered and handled by authorised organisations of the state and port authorities.

14. Landing location of accommodation ladder

Ship's ladder to shore, or terminal's ladder on the ship on request if available.

15. Information on waste reception facilities at the terminal

[Regularly organised by Luka Koper INPO d.o.o.](#) by contract and state regulations.

16. Information to be provided by the Terminal to the Master

[The name of the berth](#) at which loading or unloading will take place: Information will be given from the Terminal.

Estimated time for berthing: 1.5 hrs.

Estimated time for surveyor inspection: 2-6 hrs (depending of needed analyse)

Estimated time for completion of loading/unloading: Information will be given from the Terminal.

- refer to item No. 2. "Technical data on the berths and loading/ unloading equipment" and [Port Book](#) item No. 9. "Berthing and anchorage facilities".
- Arrangements for gangways and access; refer to item No. 14. "Landing location of accommodation ladder".
- Which side of the ship is to be alongside the berth: refer to item No. 6. "Mooring arrangements",
- If the terminal's loading or unloading equipment is fixed or has any limits to its movement. Refer to item No. 2. "Technical data on the berths and loading/ unloading equipment".
- Warning of unusual mooring arrangements: refer to the Pilot and/or refer to item No. 12. "Terminal emergency procedures".

- Mooring lines required: refer to item No. 6. "Mooring arrangements"
- Any restrictions on ballasting or de-ballasting; N/A
- Maximum sailing draught permitted by the competent authority; refer to [Port Book](#) item No. 13. The maximum size of ship the port can accept and item No. 9. "Berthing and anchorage facilities".

[Ship shore safety arrangements:](#)

To be fulfilled with terminal personnel.

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ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

Part 1A. Tanker: checks pre-arrival			
Item	Check	Status	Remarks
1	Pre-arrival information is exchanged (6.5, 21.2)	Yes	
2	International shore fire connection is available (5.5, 19.4.3.1)	Yes	
3	Transfer hoses are of suitable construction (18.2)	Yes	
4	Terminal information booklet reviewed (15.2.2)	Yes	
5	Pre-berthing information is exchanged (21.3, 22.3)	Yes	
6	Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	Yes	
7	Fixed and portable oxygen analysers are operational (2.4)	Yes	

Part 1B. Tanker: checks pre-arrival if using an inert gas system			
Item	Check	Status	Remarks
8	Inert gas system pressure and oxygen recorders are operational (11.1.5.2, 11.1.11)	Yes	
9	Inert gas system and associated equipment are operational (11.1.5.2, 11.1.11)	Yes	
10	Cargo tank atmospheres' oxygen content is less than 8% (11.1.3)	Yes	
11	Cargo tank atmospheres are at positive pressure (11.1.3)	Yes	

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Part 2. Terminal: checks pre-arrival			
Item	Check	Status	Remarks
12	Pre-arrival information is exchanged (6.5, 21.2)	Yes	
13	International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5)	Yes	
14	Transfer equipment is of suitable construction (18.1, 18.2)	Yes	
15	Terminal information booklet transmitted to tanker (15.2.2)	Yes	
16	Pre-berthing information is exchanged (21.3, 22.3)	Yes	

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ISGOTT Checks after mooring Ship/Shore Safety Checklist

Part 3. Tanker: checks after mooring			
Item	Check	Status	Remarks
17	Fendering is effective (22.4.1)	Yes	
18	Mooring arrangement is effective (22.2, 22.4.3)	Yes	
19	Access to and from the tanker is safe (16.4)	Yes	
20	Scuppers and savealls are plugged (23.7.4, 23.7.5)	Yes	
21	Cargo system sea connections and overboard discharges are secured (23.7.3)	Yes	
22	Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	Yes	
23	External openings in superstructures are controlled (23.1)	Yes	
24	Pumproom ventilation is effective (10.12.2)	Yes	
25	Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	Yes	
26	Accommodation spaces are at positive pressure (23.2)	Yes	
27	Fire control plans are readily available (9.11.2.5)	Yes	

Part 4. Terminal: checks after mooring			
Item	Check	Status	Remarks
28	Fendering is effective (22.4.1)	Yes	
29	Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	Yes	
30	Access to and from the terminal is safe (16.4)	Yes	
31	Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	Yes	

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ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

Part 5A. Tanker and terminal: pre-transfer conference				
Item	Check	Tanker status	Terminal status	Remarks
32	Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	Yes	Yes	
33	Effective tanker and terminal communications are established (21.1.1, 21.1.2)	Yes	Yes	
34	Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	Yes	Yes	
35	Operation supervision and watchkeeping is adequate (7.9, 23.11)	Yes	Yes	
36	There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	Yes	Yes	
37	Smoking restrictions and designated smoking areas are established (4.10, 23.10)	Yes	Yes	
38	Naked light restrictions are established (4.10.1)	Yes	Yes	
39	Control of electrical and electronic devices is agreed (4.11, 4.12)	Yes	Yes	
40	Means of emergency escape from both tanker and terminal are established (20.5)	Yes	Yes	
41	Firefighting equipment is ready for use (5, 19.4, 23.8)	Yes	Yes	
42	Oil spill clean-up material is available (20.4)	Yes	Yes	
43	Manifolds are properly connected (23.6.1)	Yes	Yes	
44	Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	Yes	Yes	
45	Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	Yes	Yes	
46	Cargo transfer management controls are agreed (12.1)	Yes	Yes	
47	Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	Yes	Yes	See also parts 7B/7C as applicable

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Part 5A. Tanker and terminal: pre-transfer conference (cont.)				
Item	Check	Tanker status	Terminal status	Remarks
48	Cargo tank gas freeing arrangements agreed (12.4)	Yes	Yes	See also part 7C
49	Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	Yes	Yes	See also part 7C
50	Routine for regular checks on cargo transferred are agreed (23.7.2)	Yes	Yes	
51	Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	Yes	Yes	
52	Safety data sheets are available (1.4.4, 20.1, 21.4)	Yes	Yes	
53	Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	Yes	Yes	
54	Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	Yes	Yes	
55	Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	Yes	Yes	
56	Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	Yes	Yes	
57	Measures to avoid back-filling are agreed (12.1.13.7)	Yes	Yes	
58	Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	Yes	Yes	
59	Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	Yes	Yes	
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	Yes	Yes	

Additional for chemical tankers Checks pre-transfer

Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer				
Item	Check	Tanker status	Terminal status	Remarks
61	Inhibition certificate received (if required) from manufacturer	Yes	Yes	
62	Appropriate personal protective equipment identified and available (4.8.1)	Yes	Yes	
63	Countermeasures against personal contact with cargo are agreed (1.4)	Yes	Yes	
64	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	Yes	Yes	
65	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	Yes	Yes	

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Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer (cont.)				
Item	Check	Tanker status	Terminal status	Remarks
66	Adequate portable vapour detection instruments are in use (2.4)	Yes	Yes	
67	Information on firefighting media and procedures is exchanged (5, 19)	Yes	Yes	
68	Transfer hoses confirmed suitable for the product being handled (18.2)	Yes	Yes	
69	Confirm cargo handling is only by a permanent installed pipeline system	Yes	Yes	
70	Procedures are in place to receive nitrogen from the terminal for inerting or purging (12.1.14.8)	Yes	Yes	

Additional for gas tankers Checks pre-transfer

Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer				
Item	Check	Tanker status	Terminal status	Remarks
71	Inhibition certificate received (if required) from manufacturer	Yes	Yes	
72	Water spray system is operational (5.3.1, 19.4.3)	Yes	Yes	
73	Appropriate personal protective equipment is identified and available (4.8.1)	Yes	Yes	
74	Remote control valves are operational	Yes	Yes	
75	Cargo pumps and compressors are operational	Yes	Yes	
76	Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	Yes	Yes	
77	Reliquefaction or boil-off control equipment is operational	Yes	Yes	
78	Gas detection equipment is appropriately set for the cargo (2.4)	Yes	Yes	
79	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	Yes	Yes	
80	Emergency shutdown systems are tested and operational (18.5)	Yes	Yes	
81	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	Yes	Yes	
82	Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	Yes	Yes	
83	Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	Yes	Yes	

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Part 6. Tanker and terminal: agreements pre-transfer				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
32	Tanker manoeuvring readiness	Notice period (maximum) for full readiness to manoeuvre: Period of disablement (if permitted):		
33	Security protocols	Security level: Local requirements:		
33	Effective tanker/terminal communications	Primary system: Backup system:		
35	Operational supervision and watchkeeping	Tanker: Terminal:		
37 38	Dedicated smoking areas and naked lights restrictions	Tanker: Terminal:		
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer: Disconnect: Unberth:		
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates: Topping-off rates: Maximum manifold pressure: Cargo temperature: Other limitations:		

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Part 6. Tanker and terminal: agreements pre-transfer (cont.)				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
45 46	Pressure surge control	Minimum number of cargo tanks open: Tank switching protocols: Minimum number of cargo tanks open: Tank switching protocols: Full load rate: Topping-off rate: Closing time of automatic valves:		
46	Cargo transfer management procedures	Action notice periods: Transfer stop protocols:		
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:		
51	Emergency signals	Tanker: Terminal:		
55	Tank venting system	Procedure:		
55	Closed operations	Requirements:		
56	Vapour return line	Operational parameters: Maximum flow rate:		
60	Nitrogen supply from terminal	Procedures to receive: Maximum pressure: Flow rate:		

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Part 6. Tanker and terminal: agreements pre-transfer (cont.)				
Part 5 item ref	Agreement	Details	Tanker initials	Terminal initials
83	For gas tanker only: cargo tank relief valve settings	Tank 1: Tank 2: Tank 3: Tank 4: Tank 5: Tank 6: Tank 7: Tank 8: Tank 9: Tank 10:		
XX	Exceptions and additions	Special issues that both parties should be aware of:		

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Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

Part 7A. General tanker: checks pre-transfer			
Item	Check	Status	Remarks
84	Portable drip trays are correctly positioned and empty (23.7.5)	Yes	
85	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	Yes	
86	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	Yes	
87	Cargo tank high level alarms are operational (12.1.6.6.1)	Yes	
88	All cargo, ballast and bunker tanks openings are secured (23.3)	Yes	

Part 7B. Tanker: checks pre-transfer if crude oil washing is planned			
Item	Check	Status	Remarks
89	The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal (12.5.2, 21.2.3)	Yes	
90	Crude oil washing checklists for use before, during and after crude oil washing are in place ready to complete, as contained in the approved crude oil washing manual (12.5.2, 21.6)	Yes	

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ISGOTT Checks after pre-transfer conference Ship/Shore Safety Checklist

For tankers that will perform tank cleaning alongside and/or gas freeing alongside

Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing			
Item	Check	Status	Remarks
91	Permission for tank cleaning operations is confirmed (21.2.3, 21.4, 25.4.3)	Yes	
92	Permission for gas freeing operations is confirmed (12.4.3)	Yes	
93	Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6)	Yes	
94	If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5)	Yes	
95	Slop reception facilities and requirements are confirmed (12.1, 21.2, 21.4)	Yes	

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Declaration

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

	Tanker	Terminal
Part 1A. Tanker: checks pre-arrival		
Part 1B. Tanker: checks pre-arrival if using an inert gas system		
Part 2. Terminal: checks pre-arrival		
Part 3. Tanker: checks after mooring		
Part 4. Terminal: checks after mooring		
Part 5A. Tanker and terminal: pre-transfer conference		
Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer		
Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer		
Part 6. Tanker and terminal: agreements pre-transfer		
Part 7A. General tanker: checks pre-transfer		
Part 7B. Tanker: checks pre-transfer if crude oil washing is planned		
Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing		

In accordance with the guidance in chapter 25 of *ISGOTT*, we have satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the tanker and terminal are in agreement to undertake the transfer operation.

We have also agreed to carry out the repetitive checks noted in parts 8 and 9 of the *ISGOTT* SSSCL, which should occur at intervals of not more than ____ hours for the tanker and not more than ____ hours for the terminal.

If, to our knowledge, the status of any item changes, we will immediately inform the other party.

Tanker	Terminal
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time

ISGOTT Checks during transfer Ship/Shore Safety Checklist

Repetitive checks

Part 8. Tanker: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time:..... hrs								
8	Inert gas system pressure and oxygen recording operational	Yes	Yes	Yes	Yes	Yes	Yes	
9	Inert gas system and all associated equipment are operational	Yes	Yes	Yes	Yes	Yes	Yes	
11	Cargo tank atmospheres are at positive pressure	Yes	Yes	Yes	Yes	Yes	Yes	
18	Mooring arrangement is effective	Yes	Yes	Yes	Yes	Yes	Yes	
19	Access to and from the tanker is safe	Yes	Yes	Yes	Yes	Yes	Yes	
20	Scuppers and savealls are plugged	Yes	Yes	Yes	Yes	Yes	Yes	
23	External openings in superstructures are controlled	Yes	Yes	Yes	Yes	Yes	Yes	
24	Pumproom ventilation is effective	Yes	Yes	Yes	Yes	Yes	Yes	
28	Tanker is ready to move at agreed notice period	Yes	Yes	Yes	Yes	Yes	Yes	
29	Fendering is effective	Yes	Yes	Yes	Yes	Yes	Yes	
33	Communications are effective	Yes	Yes	Yes	Yes	Yes	Yes	
35	Supervision and watchkeeping is adequate	Yes	Yes	Yes	Yes	Yes	Yes	
36	Sufficient personnel are available to deal with an emergency	Yes	Yes	Yes	Yes	Yes	Yes	
37	Smoking restrictions and designated smoking areas are complied with	Yes	Yes	Yes	Yes	Yes	Yes	
38	Naked light restrictions are complied with	Yes	Yes	Yes	Yes	Yes	Yes	

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Part 8. Tanker: repetitive checks during and after transfer (cont.)								
39	Control of electrical devices and equipment in hazardous zones is complied with	Yes	Yes	Yes	Yes	Yes	Yes	
40 41 42 51	Emergency response preparedness is satisfactory	Yes	Yes	Yes	Yes	Yes	Yes	
54	Electrical insulation of the tanker/terminal interface is effective	Yes	Yes	Yes	Yes	Yes	Yes	
55	Tank venting system and closed operation procedures are as agreed	Yes	Yes	Yes	Yes	Yes	Yes	
85	Individual cargo tank inert gas valves settings are as agreed	Yes	Yes	Yes	Yes	Yes	Yes	
86	Inert gas delivery maintained at not more than 5% oxygen	Yes	Yes	Yes	Yes	Yes	Yes	
87	Cargo tank high level alarms are operational	Yes	Yes	Yes	Yes	Yes	Yes	
Initials								

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Part 9. Terminal: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time:..... hrs								
18	Mooring arrangement is effective	Yes	Yes	Yes	Yes	Yes	Yes	
19	Access to and from the terminal is safe	Yes	Yes	Yes	Yes	Yes	Yes	
29	Fendering is effective	Yes	Yes	Yes	Yes	Yes	Yes	
32	Spill containment and sumps are secure	Yes	Yes	Yes	Yes	Yes	Yes	
33	Communications are effective	Yes	Yes	Yes	Yes	Yes	Yes	
35	Supervision and watchkeeping is adequate	Yes	Yes	Yes	Yes	Yes	Yes	
36	Sufficient personnel are available to deal with an emergency	Yes	Yes	Yes	Yes	Yes	Yes	
37	Smoking restrictions and designated smoking areas are complied with	Yes	Yes	Yes	Yes	Yes	Yes	
38	Naked light restrictions are complied with	Yes	Yes	Yes	Yes	Yes	Yes	
39	Control of electrical devices and equipment in hazardous zones is complied with	Yes	Yes	Yes	Yes	Yes	Yes	
40 41 47 51	Emergency response preparedness is satisfactory	Yes	Yes	Yes	Yes	Yes	Yes	
54	Electrical insulation of the tanker/terminal interface is effective	Yes	Yes	Yes	Yes	Yes	Yes	
55	Tank venting system and closed operation procedures are as agreed	Yes	Yes	Yes	Yes	Yes	Yes	
Initials								

INTERNATIONAL SAFETY GUIDE FOR OIL TANKERS AND TERMINALS

26.3.4 Example Safety Letter

Company _____

Terminal _____

Date _____

The Master SS/MV _____

Port _____

Dear Sir,

Responsibility for the safe conduct of operations while your ship is at this terminal rests jointly with you, as Master of the ship, and with the responsible Terminal Representative. We wish, therefore, before operations start, to seek your full co-operation and understanding on the safety requirements set out in the Ship/Shore Safety Check-List, which are based on safe practices that are widely accepted by the oil and tanker industries.

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

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

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

There can be no compromise with safety.

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

Signed _____

Terminal Representative

Terminal Representative on duty is: _____

Position or Title: _____

Contact Details: _____

Signed _____

Master

SS/MV _____

Date/Time _____

Discharging of diesel Fuel protocol:**NOVO**

On **TTT** terminal (**1nd parcel**) the permissible discharging rates are:

- On ship's manifold maximal allowed pressure – 7 bar.
- On terminal's manifold maximal allowed pressure – 6 bar;
- Maximal allowed flow is:
 - initial rate - 300 m³/hour
 - working rate - **900** m³/hour

- Connection 1 X 8" (loading arm),
- Size of pipeline 1 X 12" – length app.200 mtrs,
- Allowed lateral movement of the arm ±2.5 m
- Max. Draft: 11,9m.

On **TRO** terminal (**2nd parcel**) the permissible discharging rates are:

- On ship's manifold maximal allowed pressure – 7 bar.
- On terminal's manifold maximal allowed pressure – 6 bar.
- Maximal allowed flow is:
 - initial rate - 500 m³/hour
 - working rate – **2.000** m³/hour

- Connection 1 X 12" (loading arm),
- Size of pipeline 1 X 14" – length app.300 mtrs,
- Allowed lateral movement of the arm ±2.5 mtrs,
- Max. Draft: 12,5 mtrs.

Contact details (on **TRO** Terminal):

- VHF »TC3« (Internal Channel 3 - provided by terminal)
- PHONE +386 5 66 56 556

Contact details (On **TTT** - Terminal):

- VHF »TC3« (Internal Channel 3 - provided by terminal)
- PHONE +386 5 66 56 405

Is Vessel's Ship/shore Safety check list the last ISGOTT - sixth edition: YES / NO

Fire wires are mandatory ahead/astern 1m above sea level

Notice: The terminal will advise the ship by VHF when to increase or decrease the flow rate, according to the shore tanks in use.

Master/Ch. Officer:

Loading Master:

Discharging Methanol

Predmet/ Subject: **PERMISSIBLE DISCHARGING RATES - METHANOL**

On Techem terminal the permissible discharging rates are:

- On ship's manifold maximal allowed pressure is 7 bars
- On terminal's manifold maximal allowed pressure is 6 bars
- Maximal allowed flow is:
 - Initial rate - 100 m³/hour
 - Operational rate - 400 m³/hour (If roof is not floating)
 - Operational rate - 900 m³/hour (If roof is floating)

The terminal will advise the ship by VHF when to increase or decrease the flow rate, according to the shore tanks in use and the position of the floating roofs (all shore tanks are equipped with).

Other details:

- Loading arm connection – 1x8"
- Lateral movement of the arm ± 2.5 m
- Size of pipeline – 1x12"
- Distance to tanks app.200 mtrs
- Maximal allowed draft – 11,9 mtrs
- **No blowing without permission (some tanks equipped with floating roofs)**
- **Fire wires are mandatory ahead/astern 1m above sea level**

Is Vessel's Ship/shore Safety check list the last ISGOTT – 6th edition: YES / NO

If YES, vessel's will be used and a copy made for terminal

Cargo details:

- Quantity to discharge (gross m3)|.....
- App. temperature of cargo (°C)→

Contact details:

- VHF TECHEM (Internal Channel 3 - provided by terminal)
- PHONE 00386 5 66 56 405

Master/Ch. Officer:

Loading Master:

Discharging of Jet fuel:

Predmet/ Subject: **PERMISSIBLE DISCHARGING RATES – JET A-1**

On TRO terminal the permissible discharging rates are:

- On ship's manifold maximal allowed pressure is 7 bars
- On terminal's manifold maximal allowed pressure is 6 bars
- Maximal allowed flow is:
 - Initial rate - 500 m³/hour
 - Operational rate - 1.200 m³/hour (using 1 shore tank)
 - Operational rate - 2.000 m³/hour (using 2 shore tanks)

The terminal will advise the ship by VHF when to increase or decrease the flow rate, according to the shore tanks in use and the position of the floating roofs (all shore tanks are equipped with).

Other details:

- Loading arm connection....1x12"
- Size of pipeline.....1x14"
- Distance to tanks.....app.300 mtrs
- Maximal allowed draft.....12,5 mtrs
- Lateral movement of the arm ± 2.5 m
- No blowing without permission (some tanks equipped with floating roofs)
- Fire wires are mandatory ahead/astern 1m above sea level

This letter is issued in 2 original copies

Cargo details:

- Quantity to discharge (gross m3)
- App. temperature of cargo.....

Is Vessel's Ship/shore Safety check list the last ISGOTT – 6th edition: YES / NO
If YES, vessel's will be used, and a copy made for terminal.

Contact details:

- VHF TRO (Internal Channel 3 - provided by terminal)
- PHONE 00386 5 66 56 556.

Master/Ch. Officer:

Loading Master:

17. Legal disclaimer:

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18. Record of corrections

Version	Rev.	Date	Change	Remark
April 2020	0	01- 04-20	Initial version	None
July 2022	1	05-07-2022	Revision 1	None

19. Information needed to be given by ship prior to the ship's arrival to the terminal

Ref.: BLU-Code Code of practice for the safe loading and unloading of bulk carriers - Res. A.862(20)
 section NO. 3: Bulk terminal info book page No.15 item No 19.3.

No.	Item M/V
a)	<i>Name, call sign, IMO number, flag, port of registry; ETA</i>
b)	<i>Loading or unloading plan, stating the quantity of cargo, stowage by hatches, loading or unloading order and the quantity to be loaded in each pour or unloaded in each stage of the discharge;</i>
c)	<i>Arrival and proposed departure draughts;</i>
d)	<i>Time required for ballasting or de-ballasting;</i>
e)	<i>Ship's length overall, beam, and length of the cargo area from the forward coaming of the forward-most hatch to the after coaming of the aft-most hatch into which cargo is to be loaded or from which cargo is to be unloaded;</i>
f)	<i>Distance from the waterline to the first hatch to be loaded or unloaded and the distance from the ship's side to the hatch opening;</i>
g)	<i>Location of the ship's accommodation ladder;</i>
h)	<i>Air draught;</i>
i)	<i>Details and capacities of ship's cargo-handling gear, if any;</i>
j)	<i>Number and type of mooring lines</i>
k)	<i>Specific requests, such as for trimming or continuous measurement of the water content of the cargo;</i>
l)	<i>Details of any necessary repairs which may delay berthing, the commencement of loading or unloading, or may delay the ship sailing on completion of loading or unloading;</i>
m)	<i>Any other information related to the ship requested by the terminal.</i>
n)	<i>Certificate of class: copy</i>

Date:

For Ship Signature: