# PETROL OFİSİ A.Ş. DALAMAN TERMINAL

# DANGEROUS CARGO HANDLING GUIDE



**ISSUE DATE: 17.08.2022**

**(Search for the revisions page)**

**FACILITY MANAGER: GÖKHAN ANIK**

**SIGNATURE**

**SEAL**

Gökhan ANIK
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## REVISION PAGE

| Sequence No. | Rev. No | Content of the Revision | Revision date | Revision Responsible | |
|---|---|---|---|---|---|
| | | | | Name and surname | Signature |
| **1** | 01 | Facility information form revision (10.,12 ,14. art.) | 23.10.2025 | Elif KAPLAN |  |
| **2** | 02 | Facility information form revision ( Art.12 14. ) EK-9 STAFF Revision | 02.06.2026 | Göktuğ Çalışkan |  |
| **3** | 03 | Facility information form revision (Annex 3) EK-3 Emergency Staf Revision | 16.09.2026 | Göktuğ Çalışkan |  |
| **4** | | | | | |
| **5** | | | | | |

# 1. INTRODUCTION

The purpose of this Dangerous Goods Handling Guide is; to reveal the procedures and principles determined for the safe handling of dangerous goods in a general framework, to explain the main lines of the measures to be taken in order to ensure the safety of life, property and environment in case of emergency that may occur at the port facility.

## 1.1 Facility Information Form

| | | | | |
|---|---|---|---|---|
| **1.** | **Title of The Facility Operator** | PETROL OFİSİ A.Ş. | | |
| **2.** | **Contact details of the facility operator (address, telephone, fax, e-mail and web page)** | Ünalan, Libadiye Avenue. No:82-F 34700 Üsküdar/İstanbul<br>Phone: 0216 275 30 00 Fax: 0212 329 18 88<br>E-mail: info@poas.com.tr<br>Web : www.petrolofisi.com.tr | | |
| **3.** | **Facility name** | PETROL OFİSİ DALAMAN TERMINAL | | |
| **4.** | **The Province where the facility is located** | MUĞLA | | |
| **5.** | **Contact information of the facility (address, telephone, fax, e-mail and web page)** | Ege Mahallesi., Dalaman airport Petrol Ofisi A.Ş Hava İkmal Müdürlüğü Dalaman / Muğla<br>Phone: 0252 792 52 46<br>Faks: 0252 792 52 47 | | |
| **6.** | **Geographical region of the facility** | Mediterranian Region | | |
| **7.** | **Port Authority and contact details of the facility** | Göcek Port Authority<br>Address: Göcek Neighborhood İskele St. No:3/1 Fethiye/MUĞLA<br>Phone: 0 252 645 23 93<br>Faks: 0 252 645 26 36<br>e-mail: gocek.liman@uab.gov.tr | | |
| **8.** | **The Municipality to which the Facility is Affiliated and its Contact Details** | Dalaman Municipality<br>Address: Karaçalı Neighborhood Atatürk St. No:96- 48870 Dalaman / MUĞLA<br>Phone: 0 252 692 2010<br>Faks: 0 252 692 2015<br>e-mail: info@dalaman.bel.tr | | |
| **9.** | **Name of Free Zone or Organized Industrial Zone where the facility is located** | N/A | | |
| **10.** | **Validity date of Port facility Operation Permit/Temporary Operation Permit** | 20.12.2026 | | |
| **11.** | **Facility activity status** | Own load and additional 3rd party (X) | Own load (…) | 3rd Party (….) |
| **12.** | **Name and surname of the facility manager, contact details (phone, fax, e-mail)** | Gökhan Anık (Terminal Manager)<br>Ege Mah, Dalaman airport Petrol Ofisi A.Ş Hava İkmal Müdürlüğü Dalaman/ Muğla<br>Phone : 0507 812 69 33<br>E-mail: gokhan.anik@petrolofisi.com.tr | | |
| **13.** | **Name and surname, contact details (phone, fax, e-mail) of the dangerous cargoes operations officer of the facility** | Alptekin Göncü (Facility chief)<br>Phone : 0534 783 31 48<br>Faks: 0252 792 52 47 | | |

| | | |
|---|---|---|
| | | E-posta: alptekin.goncu@petrolofsi.com.tr |
| **14.** | **Name and surname of the Dangerous Cargoes Safety Advisor of the facility, contact details (phone, fax, e-mail)** | Göktuğ Çalışkan<br>Phone: 0506 644 83 98<br>E-mail: goktug.caliskan@petrolofisi.com.tr |
| **15.** | **Marine coordinates of the facility** | 36 o 41'22''N-28 o 46'39''E<br>36 o 41'23''N-28 o 46'45''E |
| **16.** | **Types of dangerous cargoes 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)** | MARPOL ANNEX I |
| **17.** | **Dangerous cargoes handled at the facility (loads other than IMDG Code, among the cargo types in Article 16, will be written separately. Additional cargo request will be sent to the port authority with Annex-1 form. It will be added to TYER when appropriate)** | Jet A-1- UN 1863 (seaway) |
| **18.** | **Classes for cargoes handled, subject to IMDG Code** | - |
| **19.** | **Groups in characteristic table for handled cargoes subject to IMSBC Code** | - |
| **20.** | **Types of ships that can approach the facility** | FUEL TANKERS |
| **21.** | **Distance of the facility to the main road (kilometers)** | 50 m |
| **22.** | **The distance of the facility to the railway (kilometers) or the railway connection (Yes/No)** | No |
| **23.** | **Name of the nearest airport and its distance from the facility (kilometers)** | 100m- Dalaman Airport |
| **24.** | **Load handling capacity of the facility (Ton/Year;TEU/Year;Vehicle/Year)** | 110.000 tonnes/year |
| **25.** | **Whether scrap handling is done at the facility** | - |
| **26.** | **Is there a border gate? (Yes No)** | No |
| **27.** | **Is there a Custom area? (Yes No)** | Yes |
| **28.** | **Cargo handling equipment and capacities** | Storage Tanks, Pumps, Pipelines, Flexi hoses etc. |
| **29.** | **Storage tank capacity (m3)** | 11.055 $m^3$ |
| **30.** | **Open storage area (m2)** | No |
| **31.** | **Semi-closed storage area (m2)** | No |
| **32.** | **Closed storage area (m2)** | No |
| **33.** | **Determined fumigation and/or de-fumigation area (m2)** | - |
| **34.** | **Name/title contact details of pilotage and tugboat services provider** | Pilotage service is taken from Pilots of Göcek Port Authority.Since dangerous goods acceptance works are carried out with the same |

| | | |
|---|---|---|
| | | 2.000 DWT ship, there is no tugboat service obligation. However, in cases where service is obligatory, service is obtained from Marmaris Port management. |
| **35.** | **Has a Security Plan been created? (Yes No)** | YES |
| **36.** | **te Reception Facility capacity (This section will be arranged separately according to the wastes accepted by the facility)** | Waste Type / Capacity ($m^3$): Slop - ; Bilge - ; Sludge - ; Waste Oil Tank - ; Rubbsıh - |
| **37.** | **Dock/pier etc. properties of fields** | There are 2 buoys. |

| Dock / Pier No | Height (meter) | Width (meter) | Maximum water depth (meters) | Minimum water depth (meters) | Longest Ship Tonnage and Length DWT/GRET/Meter |
|---|---|---|---|---|---|
| 1 | - | - | 13 | 11 | 10.000 |
| 2 | - | - | 13 | 11 | 10.000 |

| | Pipeline Name (If Available) | Number (piece) | Length (meter) | Diameter of (inch) |
|---|---|---|---|---|
| 1 | Seabed pipeline | 1 | 416 | 7 x 8= 56 m 8” şlank ickaxe 360 m 10” metal pipes |
| 2 | Land area pipeline | 1 | 5.848 | 10” metal pipes |

### 1.2 Procedures for Dangerous Goods Handled at the Port facility

Operational handling procedures of all cargoes handled at the Port facility have been prepared as separate documents within the scope of the quality management system.

## 2. RESPONSIBILITIES

### 2.1 General Responsibilities

The general responsibilities of all parties involved in the transport of dangerous goods are as follows:

a) All parties engaged in the transport of dangerous cargoes have to take all necessary measures to carry out the transportation in a safe, secure and environmentally friendly manner, to prevent accidents and to minimize the damage in case of an accident.

b) The EmS Guide which includes Emergency Response Methods and Emergency Schedules for Ships Carrying Dangerous Cargoes in emergencies such as fire, leakage, spillage that occur during the transportation of dangerous cargoes should be used.

c) The Medical First Aid Guide (MFAG) in the IMDG Code annex is used in order to provide the necessary medical first aid for the people affected by the damages of dangerous cargoes and the health problems caused by the accidents involving these cargoes.

### 2.2 Responsibilities of The Cargo Authority

Responsibilities of the cargo person are as follows:

a) To prepare and has all mandatory documents, information and documents related to dangerous cargoes prepared and ensures that these documents are present with the cargo during the transportation activity.
b) To provide classification, definition, packaging, marking, labeling and placarding of dangerous cargoes, in accordance with the legislation, if possible, according to their type.
c) To ensure that dangerous cargoes are safely loaded, stacked, securely fastened, transported and unloaded to the packaging and cargo transport unit, whichever is possible, in accordance with the approved and rules, according to the type of load.

### 2.3 Responsibilities of The Carrier

Responsibilities of the carrier are as follows:

a) To prepare and has the mandatory documents, information and documents related to dangerous cargoes prepared and ensures that these documents are present with the cargo during the transportation activity.
b) To provide classification, packaging, marking, labeling and placarding of dangerous cargoes in accordance with their type.
c) To ensure that dangerous cargoes are loaded, stacked and securely fastened to approved packaging and cargo transport units in accordance with the rules and safely.

### 2.4 Responsibilities of The Port Facility Operator:

Responsibilities of the port facility operator are as follows:

a) Not to berth the ships carrying dangerous cargoes without the permission of the port authority.
b) To provide written information within the scope of facility rules, cargo handling rules and relevant legislation to the ship that will dock at its facility.
c) Not to handle dangerous cargoes for which it has not received a handling permit from the administration, and not to make the ships that will berth suffer by planning in this context.
d) To request mandatory documents, information and documents related to dangerous cargoes from the person concerned and ensures that they are included with the cargo. In case the relevant documents, information and documents cannot be provided by the cargo person, it is not obliged to accept or handle the dangerous cargo at its facility.
e) To carry out the loading or unloading operation according to the agreement to be reached by sharing all the data that may be required according to the characteristics of the cargo with the ship's person. The ship does not make any changes in the operation without the knowledge of the person concerned
f) To determine the working limits by taking into account the safe working capacity of the facility and the weather forecasts, and takes the necessary measures to ensure that the ship is safely moored at the pier and handling.
g) To control the transport documents containing information that the dangerous cargoes coming to the facility are classified, packaged, marked, labeled, plated and loaded safely to the cargo transport unit.

h) To ensure that the personnel involved in the handling of dangerous cargoes and the planning of this handling are certified by receiving the necessary training, and does not assign the personnel without documents to these operations.
i) To ensure that the dangerous cargoes handling equipment in its facility is in working condition and that the relevant personnel are trained and documented on the use of these equipment.
j) To ensure that the personnel use personal protective equipment suitable for the physical and chemical properties of the dangerous cargo by taking occupational safety measures at the port facility.
k) To perform activities related to dangerous cargoes at piers, piers and warehouses established in accordance with these works.
l) To equip the piers and piers reserved for ships that will load or unload dangerous liquid bulk cargoes with appropriate installations and equipment for this work.
m) To keep the updated list of all dangerous cargoes in the closed and open areas of the ships berthed at its facility and gives this information to the relevant parties upon request.
n) To notify the port authority of the instant risk posed by the dangerous cargoes that it handles or temporarily stores in its facility and the measures it takes for it.
o) To notify the port authority of the accidents related to dangerous cargoes, including the accidents at the entrance to closed areas.
p) To provide the necessary support and cooperation in the controls and inspections carried out by the Administration and the port authority.
q) To ensure that Class 1 (except Class 1 Compatibility Group 1.4 S), Class 6.2 and Class 7 dangerous cargoes that are not allowed to be temporarily stored are transported out of the port facility as soon as possible, without waiting, and applies to the Administration for permission in cases where it is necessary to wait.
r) To take fire, environment and other safety measures in accordance with the class of dangerous cargo in the temporary warehouses and storage area in accordance with the separation and stacking rules of the cargo transport units where dangerous cargoes are transported. It keeps fire extinguishing systems and first aid units ready for use at any time in the areas where dangerous cargoes are handled and makes the necessary controls periodically.
s) To get permission from the port authority before the hot working works and operations to be carried out in the areas where dangerous cargoes are handled and temporarily stored.
t) To prepare an emergency evacuation plan for the evacuation of ships from coastal facilities in case of emergency and submits it to the port authority and informs the relevant people about the plan approved by the port authority.
u) To ensure the internal loading of the cargo transport units in accordance with the loading safety rules in its facility.

### 2.5 Responsibilities of The Ship's Person

Responsibilities of ship owners are as follows:

a) 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.
b) To request all mandatory documents, information and documents related to dangerous cargoes from the cargo person and ensures that they are present with the cargo during the transportation activity.

c) To ensure that the documents, information and documents required to be found on the ship regarding dangerous cargoes within the scope of legislation and international conventions are appropriate and up-to-date.
d) To control the transport documents containing information that the cargo transport units loaded on the ship are appropriately marked, plated and loaded safely.
e) To inform the relevant ship personnel on the risks of dangerous cargoes, safety procedures, safety and emergency measures, response methods and similar issues.
f) To keep up-to-date lists of all dangerous cargoes on board and declares them to the relevant parties upon request.
g) To ensure that the loading program, if any, is approved and documented and kept in working condition.
h) To notify the port authority and the port facility about the instant risk posed by the dangerous cargoes on the ship berthing to the port facility and the measures taken for it.
i) In case of leakage in the dangerous cargo or if such a possibility exists, it does not accept the dangerous cargo to be carried.
j) To notify the port authority of the dangerous cargo accidents that occur on his ship while navigating or at the port facility.
k) To provide the necessary support and cooperation in the controls and inspections carried out by the Administration and the port authority.
l) To do not accept to carry dangerous cargoes that are not included in the ship certificates issued by the relevant institutions and organizations.
m) To ensure that the people of the ship involved in the handling of dangerous cargoes use personal protective equipment suitable for the physical and chemical properties of the cargo.
n) To provide the requirements regarding the loading safety of the loads loaded on the ships.

### 2.6 Dangerous Goods Safety Advisor' Responsibilities

a. a. Monitor compliance with the provisions of international agreements and conventions (ADR/IMDG) regarding the transportation of hazardous materials.
b. b. Provide recommendations to the company regarding the transportation of hazardous materials in accordance with ADR/IMDG provisions.
c. c. Prepare the company's annual activity report regarding the transportation of hazardous materials within the first four months of the year-end and submit it electronically to the Administration.
d. d. Identify the hazardous materials to be transported and determine the requirements and compliance procedures in IMDG/ADR for these materials.
e. Provide guidance when purchasing the transportation vehicles to be used in the transportation of hazardous materials within the company's field of activity.
f. Determine procedures for controlling the equipment used in the transportation, loading, and unloading of hazardous materials.
g. To provide or ensure that employees receive job-specific training on national and international legislation and any amendments thereto, and to maintain records of this training.

h. To determine the emergency procedures to be implemented in the event of an accident or incident that could affect safety during the transportation, loading, or unloading of hazardous materials.
i. To have employees periodically conduct relevant drills and maintain records.
j. To ensure that measures are taken to prevent the recurrence of accidents or serious violations.
k. Ensure that the special conditions stipulated by legislation regarding the transportation of hazardous materials are taken into account when selecting and employing subcontractors or third parties.
l. Ensure that employees involved in the transportation, loading, or unloading of hazardous materials are knowledgeable about operational procedures and instructions.
m. Take measures to raise the awareness of relevant personnel to be prepared for potential risks in the transportation, loading, or unloading of hazardous materials.
n. Develop instructions for the necessary documentation and safety equipment to be kept on board the vehicle during transportation, depending on the class of the hazardous material.
o. To record all work performed, including training, auditing, and control regarding activities, to keep these records for 5 years and to submit them to the Administration upon request.
p. To prepare and implement the business security plan specified in ADR/IMDG.
q. To determine procedures for the packaging, labeling, marking, and loading of cargo loaded onto a transport vehicle in accordance with IMDG/ADR provisions.
r. To keep records of the persons and tasks inspected, specifying the date and time, during inspections conducted within the company.
s. To stop work in the event of a hazard until the hazard is eliminated, to resume work with the company's own approval when the hazard is eliminated, and to notify the company or the relevant authorities in writing of every stage of the process until the hazard is eliminated.
t. If an accident occurring during transportation, loading, or unloading at a facility under its responsibility causes harm to life, property, or the environment, the DGSA shall collect information about the accident and submit an accident report to the facility's management or the Administration. This report, prepared by the DGSA, shall be sent to the Administration by the facility or the DGSA via www.turkiye.gov.tr within one month. This report does not replace the report required under international or national legislation.
u. The facility shall prepare its annual activity report regarding the transportation of hazardous materials in accordance with the format specified by the Administration within the first four months of the year-end. Upon request, submit the report to the DGSA within which it operates and to the facility receiving consulting services, which shall be sent to the Administration via www.turkiye.gov.tr. v. DGSAs authorized under the IMDG Code shall prepare quarterly reports regarding the responsibilities specified in the Regulation on the Transport of Dangerous Goods by Sea and Loading Safety for the coastal facilities where they operate or provide services, and shall submit this report to the Administration.
v. DGSAs authorized under the IMDG Code prepare quarterly reports regarding the responsibilities specified in the Regulation on the Transport of Dangerous Goods by Sea and Loading Safety for the coastal facilities where they operate or provide services, and submit these reports to the Administration.

w. With the exception of coastal facilities receiving a TYUB for the first time, the DGSA is present at the coastal facility during TYUB inspections and actively participates in the inspections.

x. Prepares and verifies the sections of the coastal facility's Hazardous Cargo Handling Guide related to the handling and/or temporary storage of dangerous goods, in collaboration with the coastal facility. The DGSA also signs the sections of the guide related to the handling and/or temporary storage of dangerous goods.

y. In addition to the IMDG Code, within the scope of dangerous cargoes handled at the port facility, DGSA's should be informed about the IBC Code, IGC Code, IMSBC Code and MARPOL 73/78 applications and generally the dangerous cargoes activities of the port facility. The port facility operator notifies the port facility operator in writing, with the periods agreed between the port facility operator and the port facility operator, on the condition that it does not exceed 6 (six) months, about its evaluations on whether the dangerous cargoes handled at the port facility are handled in accordance with the rules.

## 3. RULES AND MEASURES TO BE FOLLOWED & APPLIED BY THE PORT FACILITY

Port facility operators, who have obtained the Dangerous Goods Conformity Certificate, take the following measures:

**1)** Dangerous cargoes arriving at the terminal are transferred directly to the storage tanks located in the tank area via pipelines and stored without waiting.

**2)** Labels and signs describing the transfer of dangerous goods to storage tanks and dangerous goods on the tanks and information on safety precautions are kept.

**3)** During loading, unloading and storage, it is ensured that the personnel of the port facility, seafarers and other authorized persons in charge of dangerous cargo handling wear protective clothing suitable for the physical and chemical characteristics of the cargo. In this context, it is ensured that the application is carried out within the framework of the procedures specified in the PPE usage map given in Annex -15..

**4)** It is ensured that the persons who will fight the fire in the dangerous cargo handling area are equipped with firefighter equipment and that fire extinguishers, first aid units and equipment are always ready for use. In this context, the activities in question will be carried out within the framework of the Emergency Plan.

**5)** Fire, safety and security measures are taken.

**6)** The control of the provisions of this article is carried out by the port authority, and when any nonconformity is detected, the handling operation is stopped and the nonconformity is eliminated.

**7)** Personnel who do not have the necessary training and certificates according to the Regulation on Training and Authorization in the Scope of the International Code for Dangerous Goods Transported by Sea, are not allowed to work in dangerous goods handling operations and to enter the areas where these operations are carried out.

# 4. CLASSIFICATION OF DANGEROUS CARGOES, TRANSPORTATION, LOADING/UNLOADING, HANDLING, SEGREGATION, STACKING AND STORAGE

## 4.1 Classification of dangerous cargoes

As explained in IMDG Code Volume 1 Chapter 2, Dangerous Goods Classes and Subdivisions are as follows:

| IMDG Code | Danger | Name of The Class |
|---|---|---|
| 2.0 | | General |
| 2.1 | **Class 1** | Explosives |
| 2.2 | **Class 2** | Gases |
| 2.3 | **Class 3** | Flammable Liquids |
| 2.4 | **Class 4.1** | Flammable solids, self-reactive substances, polymerizing agents and solid desensitized explosives |
| | **Class 4.2** | Substances liable to spontaneous combustion |
| | **Class 4.3** | Substances which, in contact with water, emit flammable gases |
| 2.5 | **Class 5.1** | Oxidizing substances |
| | **Class 5.2** | Organic Peroxides |
| 2.6 | **Class 6.1** | Toxic substances |
| | **Class 6.2** | Infectious substances |
| 2.7 | **Class 7** | Radioactive materials |
| 2.8 | **Class 8** | Corrosive Substances |
| 2.9 | **Class 9** | **Miscellaneous dangerous cargoes and objects** |

Dangerous Goods Classification Table

Dangerous Cargo Subdivisions:

**Class 3 Flammable Liquids**

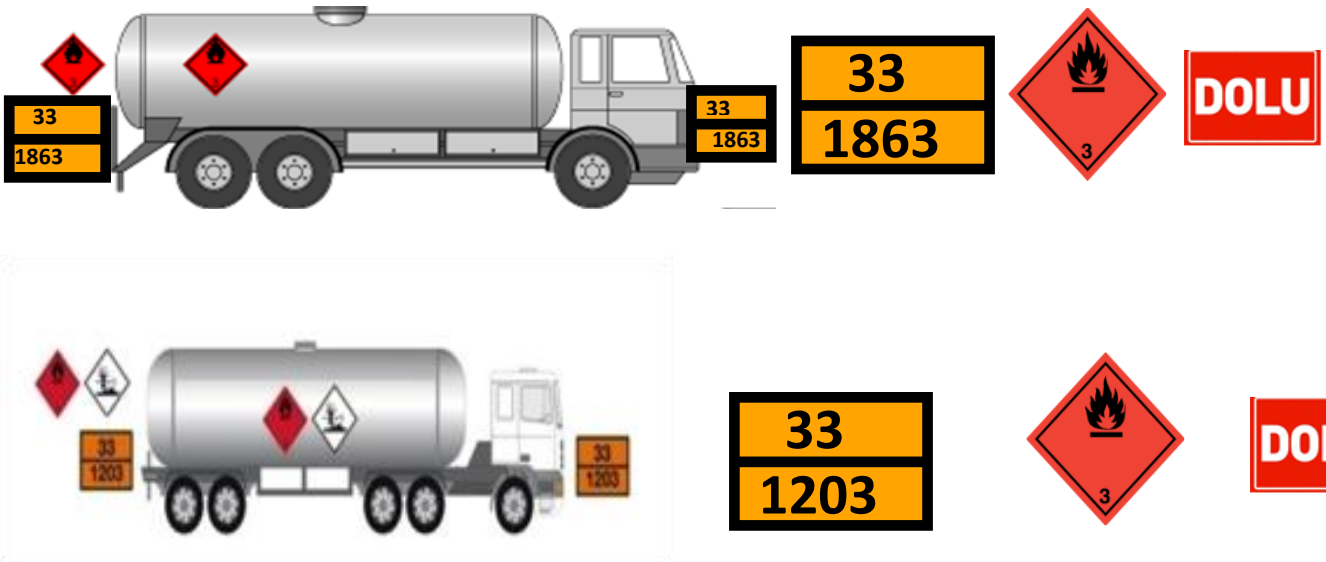
- Has a vapor pressure of not more than 300 kPa (3 bar) at 50 °C and is not completely gaseous at 20 °C and standard pressure of 101.3 kPa;
- Flash points are not more than 60 °C

## 4.2 Packages and packages of dangerous cargoes

There is no packaging in our terminal without wastes.

## 4.3 Placards, plates, brands and labels for dangerous cargoes

In addition to the existing labels on the tanks to which the dangerous goods coming to the port facility are transferred, they can be plated as shown below within the scope of IMDG Code Sections 5.2 and 5.3.




### 4.4 Labels and packing groups of dangerous cargoes

#### 4.4.1 Placarding and Labeling Of Dangerous Cargoes

The procedures and principles specified in IMDG Code Chapter 5 will be taken into account in the marking of the Dangerous Cargoes that will arrive at the terminal.

Load markings and packaging groups of Diesel, Gasoline and Jet A-1 products and Diesel and Gasoline additives stored in the terminal are available in the table below..

| Cargo | UN No | Shipping Name | P.G. | Label |
|---|---|---|---|---|
| Aviation Fuel (JET A-1) | 1863 | FUEL, AVIATION, TURBINE ENGINE | III |  |
| Avgas | 1203 | GASOLINE | II |  |

#### 4.4.2 Packaging Groups

There are Packing (Packaging) Groups (PG) specified in IMDG CODE Section 3.2 for dangerous goods. These groups and their meanings are given below.:

| P.G. | DANGER LEVEL |
|---|---|
| I | Highly Danger |
| II | Mid level Danger |
| III | Low Danger |

However, there is no packing group for self-reactive substances in Classes 1, 2, 5.2, 6.2, 7 and 4.1, and there is no PG I for Class 9.

### 4.5 Separation tables on the ship and in the port according to the classes of dangerous cargoes

Since bulk liquid dangerous goods are handled at the terminal, separation tables are not applied.

### 4.6 Separation distances and separation terms of dangerous cargoes in warehouse storage

Since the ships approaching the terminal handle bulk liquid dangerous goods, separation distances and terms are not applied.

## 5. HANDBOOK ON DANGEROUS CARGOES HANDLED ON THE PORT FACILITY

The Port facility, which carries out dangerous cargo loading/unloading, handling and temporary storage activities, creates a pocket-sized Dangerous Cargoes Handbook containing the following information in order to contribute to the safe performance of the said activities:

- Dangerous Cargo Classes,
- Packages of Dangerous Cargoes,
- Packaging,
- Labels,
- Signs And Packing Groups,
- Separation Tables on Ship and in Port According to Classes of Dangerous Cargoes,
- Dangerous Cargoes Emergency Response Action Flow Chart
- Emergency Contact Information
- Locations of Emergency Equipment and Instructions for Use
- Port facility Rules and Subjects

It is prepared in pocket size and includes the locations of emergency equipment, instructions for use and coastal facility rules.

## 6. PROCEDURES FOR THE OPERATION

### 6.1 Procedures For Safe Berthing, Mooring, Loading/Discharging, Sheltering Or Anchoring Of Ships Carrying Dangerous Cargoes Day And Night

**A. Entrance To The Port Facility:**

**(1)** Before entering the Port Area, the captain of a ship carrying dangerous cargoes must ensure below:

**a)** Should prepare himself and his personnel for the legal and administrative obligations regarding dangerous cargo handling or ships carrying dangerous goods in the port area.
**b)** Should check the suitability of his ship in terms of machinery, equipment and equipment..
**c)** Should check the possibility of damage or leakage of dangerous cargo and its contents.
**d)** Should inform the relevant port authority about the unsuitability of machinery, equipment and equipment on his ship, damage or leakage of dangerous cargo, and faults in the protection system that will endanger the environment, property and life.

**(2)** Safety Shifts:

**a)** The ship's captain should establish appropriate navigational watch at the entrance/exit of the port and deck and machinery safety watch during handling.
**b)** The ship's captain should make arrangements for safe surveillance shifts, and in this context, he should consider all aspects of the issue and the amount of dangerous cargo stored.

**(3)** Ship Mooring: Unless otherwise requested by the Port Authority, it must constantly show the appropriate danger signs as long as it is anchored in the port area. While in port;

**a)** For emergencies, the ship with sufficient slack at the fore and aft of the ship should have a spare rope attached to the side of the ship with a thin hand and which can be easily dribbled in an emergency. One end of the tow rope should be extended from the deck to the water level and should be kept free and secured for use in any dangerous situation.

**b)** Mooring equipment should be ready to anchor in any emergency.

**(4)** The ship's captain must keep the ship's machinery ready at all times for the safety of the ship or the proper storage of the cargo or ship's ballast, and should not allow smoke from any gas or boiler pipes unless permitted by the port authorities.

The ship's captain must provide safe entry and exit between the ship and the shore.

**(5)** Emergency Procedures:

The ship's captain should;

- Consider the necessary arrangements for safe and quick escape, taking into account the nature of the dangerous cargo and any special situation that may occur on the deck.
- Establish emergency response procedures on board to control/prevent incidents involving dangerous cargo carried or carried on deck, and should also ensure that his officers and personnel are properly trained to perform/achieve such emergency response procedures in the best possible way.

**(6)** Emergency Information Procedures

In addition to the information specified in paragraph II-2/15.2.4.2 of the SOLAS contract, the captain of a ship carrying dangerous cargo should keep the following information in the same place:

a) A list of dangerous goods carried on board

b) A list of dangerous cargo unloaded at the port area

In addition to the emergency response procedures required for the dangerous cargo, the ship's captain should keep the appropriate safety information easily accessible. Such information includes, for example, the Ems Guide (Emergency Response Procedures for Ships Carrying Dangerous Goods), Medical First Aid Guide (MFAG) used in incidents involving dangerous goods, and safety information pages used in connection with the transport document.

**(7)** Fire Precautions

**a)** Areas where smoking is prohibited or smokeable should be determined.

**b)** It should be ensured that the areas where smoking is prohibited are hung as picture diagrams in important places in a clearly visible way and that the areas where smoking is free do not pose a danger. (Considering that the transported dangerous cargo is at risk of fire and explosion, it should be taken into account that empty and still containment tanks contain flammable vapors and danger risks.)

**c)** The captain of the ship should make sure that the equipment or tools used to check whether there is flammable or explosive in an area or an empty place do not cause fire or explosion.

**d)** If there is a risk of flammability or explosiveness in an area or an empty place, the ship's master must ensure that the equipment or tools to be used, including any sampling or measurement, are safe portable electrical equipment that can be used in a flammable atmosphere without causing fire or explosion.

**e)** The captain of the ship should ensure that electrical equipment is not used indiscriminately or accidentally in areas where flammable atmosphere may occur.

**f)** The captain of the ship ensures that a fire station that is adequate and appropriately tested for the dangerous cargo on the ship is established and made ready, and that the relevant personnel are trained in firefighting and they do practice and exercises in this regard.

### B. Environmental Precautions

The captain of the ship carrying dangerous goods should make sure that every precaution has been taken to prevent the accidental release of the dangerous cargo into the environment.

The captain must ensure that all scrupper holes are well closed and that the absorbent and disposal material is available and appropriately ready for use, taking into account the safety of the ship and its personnel. During the cleaning of the spill area, it should be ensured that appropriate measures are taken for the spilled dangerous substance. In order to prevent the accidental release of dangerous goods to the environment, it is of utmost importance to use well-qualified and trained personnel who have sufficient knowledge of the risks arising from the dangerous cargo carried, and the use of correct and safe response procedures in dangerous goods accidents. Personnel should be regularly trained in the correct and safe use of equipment.

### C. Reporting Of Incidents

If an accident has occurred due to the handling of dangerous goods, the personnel responsible for the handling must immediately stop the operation until adequate safety measures are taken.

The ship's master should remind the personnel of their obligations to report the accidents that may occur during the handling of dangerous goods to the personnel responsible for the operation and to the port authorities.

**D. Port Facility Operator**

**1) Mooring**

**a)** Adequate and safe mooring facility (depth and sufficient safe area, etc.)

**b)** It should ensure that adequate and safe transportation is established between the ship and the coast.

**2) Inspections**

When the dangerous cargoes are opened by an authorized personnel for the control of the contents, the port facility operator must ensure that the personnel assigned to open it are aware of the possible dangers that may arise due to the dangerous cargo.

**3) Classification, Packaging, Marking, Labeling, Plating and Certification**

When the dangerous cargo enters its premises, the port facility operator must ensure that the cargo is a documented/approved cargo in compliance with the relevant national/international requirements..

**4) Safe Handling and Seperation**

The Port facility operator appoints at least one authorized personnel who has sufficient knowledge about the national and international legal requirements for the transport or handling of the dangerous cargo and the separation distances of the unsuitable dangerous cargoes.

**5) Emergency Procedures**

The port facility operator should ensure that appropriate emergency arrangements are made and bring it to the attention of the relevant parties. These regulations should cover:

a) Determination of the appropriate Emergency operation point (operation center / unit where the response operation will be managed when the Emergency occurs)

b) Notifying the accident or emergency to the appropriate emergency services inside or outside the facility, first verbally and then in the format specified in Annex-16,

c) Notification of the accident or emergency to the port authority or users of the land or sea part of the port area,

d) Availability of emergency response equipment specified in Annex-14 according to the danger of the dangerous cargo handled,

e) Coordinated arrangements are made for the release of the ship in any emergency,

f) Ensure that arrangements are made to ensure safe entry and exit to the Ship and Port Facility at all times

**6) Emergency Information**

The port facility operator should have a list ready including the amount of the dangerous cargo and the shipping name if any, the secondary risk if any, the packing group and the information of the emergency services currently available.

The port facility operator should ensure that emergency response procedures and emergency telephone numbers are posted in tanks or areas where dangerous cargo is transported or handled, or in certain easily visible places.

The port facility operator must clearly mark the fire and spill/leakage fighting equipment and ensure that they are hung in appropriate positions to attract the attention of the concerned.

The shore facility operator must inform the ship's captain of the emergency procedures in effect in the port area.

**7) Fire Precautions**

**The Port Facility Operator must provide the following:**

a) When a ship is at anchor, it should ensure that emergency services are available at all times.

b) It must be ensured that audible and visible alarms are installed in the port area for emergency uses, in other words, rapid communication with emergency services should be established.

c) For ships of 500 tons and above, regardless of the year of construction, it must provide the necessary equipment for fire fighting, compatible with ship equipment, within the scope of ship / shore contact regulations in accordance with international standards.

d) It must be ensured that all areas where dangerous goods are handled are kept clean and dry.

e) Before the dangerous cargo is handled, the captain of the ship should be informed about the positions of the nearest emergency services that can be called.

f) It must be ensured that the lighting and other electrical equipment in the area where the dangerous load is located are equipped with materials that are safe against flammable and explosive atmospheres.

g) The areas where smoking is prohibited must be determined.

h) It must be ensured that the areas where smoking is prohibited are hung as clearly visible diagrams in important places and that the areas where smoking is free do not pose a danger**.**

**8) Environmental Protection Measures**

The Port facility operator ensures that the dangerous cargo is handled in accordance with the requirements of the regulatory authority in the region.

The Port facility operator must ensure that any damaged pipeline or tank carrying dangerous goods is not transported and handled unless the damage is repaired in accordance with the rules of the regulatory authority and it is made suitable and safe for handling in all aspects.

During the cleaning of the spill area by the port facility operator, it should be ensured that appropriate measures are taken for the spilled dangerous cargo. In order to prevent the accidental release of dangerous goods to the environment, the use of correct and safe response procedures in dangerous goods accidents by well-qualified and trained personnel who have sufficient knowledge of the risks arising from the dangerous cargo carried is of high importance. Personnel should be regularly trained in the correct and safe use of equipment.

The Port facility operator should have spare large-scale drums, absorbers or cleaning equipment, equipment to prevent the spread of liquid dangerous cargo (discharge inhibitors, absorbers and oil barriers, etc.) available, and the relevant personnel should be regularly trained on the use of correct and safe equipment.

**E. General Considerations for Carriage of Bulk Liquid Dangerous Cargoes:**

International Safety Guidelines for Oil Tankers and Terminals (ISGOTT) – Current Edition documentation should be particularly noted:

**1) Operational and Emergency Information**

Ship Captain and terminal operator should have the following information for each dangerous cargo transported or handled within their area of responsibility:

a) Name of the cargo, UN Number if available, definition of the physical and chemical properties required for environmental safety and handling of the cargo (including its reactivity),

b) Procedures for load/slop transfer, gas free, inert gases, ballast intake and ballast discharge

c) Special equipment required for the safe handling of certain loads,

d) Appropriate emergency response procedures for

- Precautions to be taken in case of spillage or leakage
- Countermeasures in case of accidents
- Firefighting measures and appropriate firefighting communication tools

## 6.2 Procedures For Additional Measures To Be Taken According To Seasonal Conditions For Loading And Unloading Of Dangerous Cargoes

Petrol Ofisi A.S. Ships arriving at its terminal can berth at the buoys during the daytime. If the port authority deems it necessary on days with weather conditions, it closes the port to ship traffic.

Procedures and instructions for stopping the evacuation, disconnecting the hose connection and leaving the ship from the buoy can be accessed through the POAŞ Integrated Management System.

In case of severe storm warnings, port foremen, technicians and ships are informed.

According to the severity of the storm to come, it is ensured that the ship machinery is always ready for action in the fastest way.

In heavy rainy weather, filling / discharging activities are suspended, taking into account personnel safety.

Loading and discharging operations are suspended in case of storms, sudden strong winds and lightning strikes.

In case of snow and icing, port machinery and transfer vehicles are not allowed to operate until the slippery environment is eliminated. When the environment is safe, the vehicles operate at the safest speed.

If the necessary parts of the ship under operation leave the buoy before the operation is completed, both the Harbour Master and the Customs Directorate are informed.

The relevant procedures are specified in the ship/shore safety checklist.

### 6.3 Procedures on keeping any inflammable, combustible and explosive materials away from operations which cause or are likely to cause sparking and abstaining from operating any tools, apparatus or device which cause or are likely to cause sparking in areas where hazardous materials are handled, stowed and stored

Before performing a hot work at our facility, the responsible company officer who will perform the hot work shall have a written authorization issued by the port administration to perform this hot work. Such authorization will include details of the hot workplace as well as the safety measures to be followed.

In addition to the security measures required to be taken by the port administration, additional security measures required by the ship and/or interface will be taken, together with the ship and/or interface responsible(s) responsible for the hot work, before starting the hot work.

These additional security measures will include:

Frequency of inspection and re-inspection of local areas and adjacent areas, including testing by approved testing organizations to ensure that areas will remain free and free of flammable and/or explosive atmospheres and that there is no oxygen deficiency;

Removal of dangerous cargoes and other combustible materials from work areas and adjacent areas. Substances to be removed from the said areas; including lime, sludge, sediment and other potentially flammable materials.

Combustible building materials (eg; beams, wooden partitions, floors, doors, wall and ceiling coverings) against accidental ignition.

In order to prevent the spread of flames, sparks and hot particles from work areas to adjacent or other areas; sealing and sealing open pipes, pipe passages, valves, joints, cavities and open parts.

A copy of the hot work authorization and safety precautions will be posted at the entrance to each work area, as well as in the area adjacent to the work area. Authorization and security measures to be taken will be posted in a place where all employees who will take part in the hot work can see it, and this will be clearly understood by the employees.

When performing hot work,

Measures will be taken to ensure that conditions have not changed; and

At least one suitable fire extinguisher or other suitable fire extinguishing equipment shall be available for immediate use in the hot workplace.

Upon completion of this work during hot work and for a sufficient period of time after completion, effective fire control shall be carried out in the hot work area as well as in adjacent areas where a hazard from heat transfer may occur.

For additional more detailed information and procedures regarding hot works and processes, the document "International Safety Guidelines for Oil Tankers and Terminals (ISGOTT)" shall be consulted. Permission will be granted for the works to be carried out on the facility and dock in accordance with ISGOTT and the Work Permit Procedure.

The Port Facility Occupational Safety Procedure will also be implemented. Heat treatment is not allowed on the ships berthed to the buoy and during the discharge/loading of these ships.

Ex-proof equipment in accordance with the "Zone Map" specified in the Explosion Protection Document prepared for our operation is used at the buoys and all other locations in our facility.

## 7. DOCUMENTATION, CONTROL AND REGISTRATION

### 7.1 Procedures regarding the supply and control of all mandatory documents, information, and control of dangerous cargoes by the relevant persons

Documents related to dangerous cargoes are registered at the facility in accordance with the Ship Berthing Procedure. The documents are checked by the authorities and revised when there is a change related to the relevant process.

The current program is kept up-to-date and controls are made by making use of elements such as the control reminder mechanism, internal audits, and external audits. In particular, safety data sheets for all dangerous cargoes kept in the terminal are also registered on this system.

### 7.2 Procedures of keeping a regular and accurate current list of all dangerous cargoes in the port facility area and other relevant information

Records of incoming dangerous goods are kept within the framework of the port ship tracking file. In accordance with the warehouse legislation, the products in all tanks have level indicating systems and an automation system where the amounts can be shared with the Customs Directorate. Thanks to this automation system, the amount of product transfer operations made from or to the tanks can be automatically seen on the automation system computers. This automation data is called SAP operating system, it records tank stock movements, transfer operations and other tank process operations with guide programs that track terminal operations. Apart from this, the tanks opened for sale, transfer and additive processes are documented in accordance with the procedures established by our company.

### 7.3 Procedures regarding to appropriate identification of hazardous substances delivered to the facility, correct use of shipping names of dangerous cargo, certification, packaging, labeling and declaration, inspection on loading and transport of dangerous cargo in the certified and proper package, container or cargo unit in a safety way and reporting of inspection results

The Operations Unit checks the accuracy of the following information on the dangerous goods documents issued by the Shipper for the dangerous goods to be accepted to the port in coordination;

- UN Number,
- PSN name (Proper Post Name,
- Class, (with sub-hazards)
- Packaging Group
- Whether it is a Marine Pollutant,
- Additional Information (Ignition degree, viscosity, etc.)
- Where to store in the Port Area

This information is transmitted to the port supervisor, Field Supervisors, Warehouse officers and personnel who need to know, via Terminals / Documents, and the control of the incoming dangerous cargo is ensured.

### 7.4 Procedures for obtaining and maintaining a safety data sheet (SDS)

In addition to the general measures taken within the scope of dangerous goods activities, a Safety Data Sheet is requested from the cargo officer regarding every dangerous cargo or dangerous cargo coming from the sea to the port facility or the cargo with dangerous content. It is the general standard for every cargo with dangerous content entering the port facility to have a Safety Data Sheet. Petrol Ofisi Terminal authorities take immediate measures for its storage, transportation and in case of emergency, which are specified in the Safety Data Sheet. Relevant safety data sheets are stored in a digital or physical environment for a minimum of 1 year.

### 7.5 Procedures for keeping records and statistics of dangerous cargoes

Systemic records of all dangerous cargoes and additives in the dangerous product group at Petrol Ofisi Terminal are recorded on the operating system used. Reports and statistical data can be retrieved from the system as computer data at any time. The terminal's procedures and instructions regarding these can be accessed through the Petrol Ofisi Integrated Management System.

### 7.6 Information on the Quality Management System

As Petrol Ofisi A.Ş., all of our activities carried out in line with our goals of continuous improvement are carried out in an integrated manner with management systems. Our company has ISO 9001, ISO 14001, ISO 45001 management systems certificates obtained from the relevant authorized certification bodies. The documents mentioned in this guide are numbered and recorded and made available to the relevant persons within the company. Within the scope of these documents, we are subject to internal and external audits at least once a year, and our activities aiming to continuously increase the importance we attach to human and environmental health and our stakeholder satisfaction are continued.

# 8. EMERGENCIES, EMERGENCY PREPAREDNESS AND RESPONSE

## 8.1 Response procedures for dangerous cargoes that are dangerous for life, property and/or environment and dangerous situations involving dangerous cargoes

The emergency plan(s) will always be in effect. The emergency plan(s) covers the following topics:

- Scope and relationships with other plans
- Dangerous goods in the terminal area
- Rules and responsibilities
- Types of emergency
    - Facility, Site, Cargo Fires
    - Explosion
    - Accident and injury
    - Natural disasters such as earthquakes
    - Adverse weather conditions such as storms
    - Leakage or spillage of dangerous goods
    - Marine pollution (For example: oil/fuel leakage)
    - Power outage
    - Ship fires
- Emergency response procedures
- Types of post-emergency response management
- Training and drills
- Emergency response plan management
- Coordination with external parties and related parties

## 8.2 Information On Resource, Capability and Capacity Of The Port Facilitiy Regarding To Respond To Emergencies

The possibility of responding to emergencies that may be encountered during 24 hours is limited by the technical possibilities and manpower of the facility. In natural disasters or in emergencies where the facilities of the facility may be insufficient, public or other private sector facilities are utilized. The facilities to be used in case of fire are as in the emergency plan, and the equipment to be used in case of spillage is as in Annex-14.

There is a 700 $m^3$ water tank in the terminal against a possible fire hazard. This Tank is associated with the entire facility with fire pipelines, and there is a chance to intervene in a possible fire with 3 fire pumps, a ring system on the tank or hydrants. If it is necessary to respond to the fire with extinguishing foam, our fire line should also participate with foam tanks. Fire drills are held at least 3 times a year, and at least 1 of them is jointly held with neighboring facilities.

There are fire extinguishers around the entire facility, and there is a type of fire extinguisher suitable for the exit point of the fire and the intervention method.

There is an automation security system in the terminal for stopping the operations in case of an emergency.

All in-plant transfer operations stop when emergency buttons are pressed. Thanks to the detectors in the terminal (Gas Detector - Flame Detector - Smoke Detector - Liquid detector), a possible dangerous situation is detected in advance and a chance for intervention is created.

There is one emergency container in the terminal and there are professional firefighter clothes, aluminized fire suit and fire equipment. The terminal has enough absorbent pads against fuel spills, barriers for spills at sea, skimmers, and other spill response equipment. Apart from this, terminal receives continuous service from Martı (Seagull) within the scope of combating spills and with this company mandatory spill drills are being conducted.

## 8.3 Regulations Related To The The First Aid For Accidents Involving Dangerous Cargoes

In any accident or incident, the following rules will be observed:

- When the injury is caused by any dangerous cargo, first aid measures written in Section 4 of the Safety Data Sheet of the exposed dangerous cargo should be applied. At the same time, the toxicological effects of the substance in Chapter 11 should be considered.
- When any person is injured, first aid rules are applied according to the nature of the substance or a health personnel who can provide the closest first aid is called, but the injured person is definitely not moved if it is not necessary.
- The person who will respond to the injured must use appropriate personal protective clothing and equipment in order not to be affected by the environmental conditions. If the injured person is affected by the environment (toxic gas, airless or smoky environment) by persons with appropriate protective equipment, they should be taken out of this environment as soon as possible.
- The necessary unit is called from the emergency contact list and expert support or an ambulance is called.
- Act in accordance with the emergency instruction.

## 8.4 Onsite and Offsite Notifications Required To Be Made In Case Of Emergency

The procedures to be followed in case of an emergency in the port area are listed in Annex 3. Emergency notifications for both on-site and off-site situations are as follows. In potential emergencies, the Emergency Procedure, Emergency Instructions, and Fire Fighting Instructions will be followed.

Emergency situations to be reported within the facility;

- All accidents that occur within the scope of OHS
- Small-scale spills
- Traffic problems within the port
- Operational problems
- Technical failure

• Low medical injuries

Emergency situations to be reported outside the facility:

• Earthquake

• Flood/inundation

• Fire/Explosion

• Sea pollution

• Ship grounding

Emergency notifications include the following information;

a) When the accident occurred,

b) If known, how the accident occurred and its cause,

c) Place where the accident occurred (shore facility and/or ship), position and impact area,

ç) If there is a ship involved in the accident, information (name, flag, IMO number, owner, operator, cargo) and amount, captain's name and similar information),

d) Meteorological conditions,

e) UN number of the dangerous goods, proper transport name (dangerous goods the legislation specified in the definition will be taken as basis) and the amount,

f) Hazard class of the dangerous substance or sub-hazard section, if any,

g) Packaging group of the dangerous substance, if any,

g) Additional risks of the dangerous substance, such as marine pollutants, if any,

h) Marking and label details of the dangerous substance,

i) The packaging, cargo transport unit and container in which the dangerous substance is carried, if any features and number,

i) Producer, sender, carrier and receiver of the dangerous substance,

j) The extent of damage/pollution occurring,

k) Number of injured, dead and missing, if any,

## 8.5 Procedures for Reporting Accidents

In case of an emergency and/or an accident, it is necessary to remain calm when calling the numbers in the emergency plan and giving information; The area, the building, the caller's contact number, and the type of emergency should be briefly explained to the called person.

It is of great importance that the information to be given at this stage is accurate and understandable, and within the scope of this information, a decision will be made about what the first response will be. Written notifications are made with the Incident / Accident Notification Form specified in annex.

## 8.6 Coordination, support and cooperation method with official authorities

In any emergency, the response is carried out in coordination with the official authorities. In case of a fire, the local fire department is informed and the fire crew intervenes until the fire crews arrive. In emergencies arising from sabotage and terrorist activities, coordination with local security units is ensured. In cases such as natural disasters, the fire department is contacted if necessary, and coordination with AFAD is provided if necessary. In case of spillage at sea, coordination is ensured by contacting the Main Search and Rescue Coordination Center. In case of work accidents, notifications are made to the Ministry of Labor and Social Security. In case of a possible explosion, fire or emergency in the adjacent facility; first of all, measures will be increased at the facility, and teams will be prepared to assist the neighboring facility.

## 8.7 Emergency Evacuation Plan For The Evacuation Of The Ship And Vessels From The Port Facility In Case Of Emergency

The emergency evacuation plan is as follows.

**Emergency Conditions**

The terms that require the emergency departure of ships connected to the port facility maritime systems are stated below.

- Adverse Weather Conditions
- Fire or conditions requiring emergency on board
- Fire or conditions requiring emergency at the port facility area
- Other Reasons
- Fire on the facility or ship located in other facilities
- Acts of Terrorism
- Warfare
- Natural Disasters
- Situations considered necessary by officials
- Pollution
- Disturbance of ship position
- Ship damages
- Medical problems

**Preparation For Immediate Dispersion**

All emergencies should be reported to the Port Authority officials. If it is determined to a decision regarding the immediate Departure of the ship, the places where the ship can be transported under controlled conditions should be specified by the Port Authority.

In cases where urgent departure is required, the captain and the port facility will initiate the emergency Departure process by mutual agreement and will notify the Port Authority as soon as possible. Considering the severity of the emergency, if possible, a representative from the Port Authority or the Port Master, Port

Manager/Operation Officer, Captain, and Maritime Pilot will agree on the time and manner of the departure before it is initiated.

The ship's machinery, steering gear, and casting-off equipment will be made ready for immediate use. All cargo discharging, and ballast operations must be stopped and prepared for departure. The fire circuit will be flooded, and water mist will be used for strategic sections.

If ventilation is required to the atmosphere; engine room personnel must be present, all non-essential receivers must be closed, all precautions of routine operations must be followed, and a warning notice must be issued.

If the necessary emergency response exceeds the terminal facilities, the local police or fire department should be notified immediately.

The decision about departure the ship under control is based on the principle of life safety and will involve the following conditions.

1. Sufficiency of tugboats
2. The ability of the ship to lift under its own power
3. Availability of safe places to proceed or tow a ship in an emergency
4. Qualification of firefighting equipment
5. Proximity of other ships
6. Condition of fire ropes

Fire ropes will be stocked in the bow and quarter of a ship on the seaside, as long as it is in the port facility. The ropes should be lowered to sea level and the part on the board should be tightened by wrapping at least five turns on the bollard. The part of the rope on the starboard will be taut from the bollard. A cable that can support the rope will be tied just before the eye splice and it will be located three meters above sea level. The eye splice will be stored at this level constantly while the ship is at the port facility.

**Emergency Dispersion**

If all relevant preparations are examined and deemed appropriate, the ship will be immediately removed from the ship. Emergency separation will be provided by following the steps below in order.

Close coordination and cooperation are required between the Port Facility, Maritime & Port Authority at each stage.

1. Giving an alarm
2. Giving information about the emergency via telephone and VHF
3. Making the initial situation assessment between the Captain and the Port Facility Officer
4. Stopping the operation
5. Implementation of the port facility and ship emergency plan precautions
6. Deterioration of the current situation and the existence of the above-mentioned emergency departure conditions
7. Evaluation of the situation between the Captain, Port Facility Officer, Port Authority or Port Master, and Maritime Pilot
8. Deciding to immediate departure

9. Informing neighboring facilities and other vessels
10. Deploying of the tugboats emergency departure around the ship, completing their preparations, and indicating readiness
11. The captain completes the arrangement of the ship and implies readiness
12. Approval of turning the release hooks on by the authorized person

**CAUTION !**

**THE SHIP EMERGENCY LEAVING PROCESS MUST BE CONSIDERED TO BE APPLIED AS A LAST REMEDY**

**AND THE HOOKS MUST NOT BE RELEASED UNTIL ALL PRECAUTIONS ARE TAKEN**

**AND THE ABOVE CONDITIONS ARE FOLLOWED**

**Post Emergency Dispersion**

1. Towing the ship after the departure process and declaring the place where the ship will be taken
2. Transfer of the ship to the allocated area accompanied by tugboats or with its own machine
3. Detection of possible damage or deficiency by analyzing the Port Facility
4. Evaluation of the time when the Ship and Port Facility will be ready for cargo handling again
5. Sharing the problems, if any, that occurred during the emergency departure
6. Agreement between the pilotage regarding fire, explosion, and similar emergencies that may occur during loading/discharging, towage agency, and the port facility authorities.
7. Considering the weather and sea conditions, tugboats with sufficient tractive force and number equipped to fight fire, quickly move the ship away from the facility and tow it to a safe point.

## 8.8 Procedures for The Handling and Disposal Of Damaged Dangerous Cargoes And Waste Contaminated By Dangerous Cargoes

Waste Collecting and Handling

According to the types of wastes produced, they are collected separately in waste bins, transported, and stored appropriately. Wastes produced as a result of maintenance activities are also considered within this scope.

If an additional waste class is determined to the existing waste classification, it will be integrated into the system

Waste containers and storage areas should be appropriate for hazardous cargo wastes. The waste storage area should be surrounded, and the floor should be made up of concrete. There should be wastewater collection raceways inside the waste storage area.

Waste Disposal

According to whether the collected wastes are non-hazardous or hazardous wastes, the wastes are sold and removed from the facility with contracted organizations in accordance with legal recovery/disposal methods.

The possibilities of all contractors and carriers within the scope of waste management to transport and/or dispose of wastes with appropriate methods are examined.

It is evaluated in terms of whether they fulfill their legal obligations and the methods of performing waste recycling and disposal processes without harming the environment, if contracting services are received for the transportation, sale, and/or disposal/recycling of wastes.

It is mandatory to keep all records of waste disposal.

Contaminated Packages;

These wastes are empty barrels. When it is produced, it is left in the contaminated packaging area at the landfill, and the Environmental Consulting Firm and the Environmental Management System Officer contact the contracted and licensed firm, and it is sent via the Mobile Waste Tracking System (MoTaT) within the time specified in the legislation. DGSA should be consulted and a "Transport Document" should be prepared and delivered to the transporter for dangerous waste shipments. The vehicle must also be subject to vehicle control.

Contaminated Waste; These wastes are those that do not harm the environment but can be dangerous as a result of the combination of different materials or goods. When it is generated, it is collected in the barrel under the name of the waste at the exit of the production & warehouse and taken to the waste area. The Environmental Consulting Firm and the Environmental Management System Officer contact the contracted and licensed firm, and it is sent via the Mobile Waste Tracking System (MoTaT) within the time specified in the legislation. DGSA should be contacted, and a "Transport Document" should be prepared and delivered to the transporter for hazardous waste shipments. The vehicle must also be subject to vehicle control.

The role of the Environmental Unit in the handling of dangerous cargoes and materials with a risk of leakage:

• The Environmental Officer checks the situation at the leak site.

• In case of serious leaks and spills, the Safety Data Sheet of the flowing/poured dangerous cargo must be obtained before the leakage is checked.

• The Environment Officer decides on the type of activity to be carried out according to the hazard class of the dangerous cargoes and the nature of the substance.

• When necessary, the fire truck is kept ready.

• Leaking dangerous cargoes or wastes are removed from the leakage area when the exit procedures from the door are ready.

• Records regarding leakage and shipment are kept for access when necessary.

• The area where the leak is first detected is also checked by the Environmental Officer and if environmental pollution has occurred, it should be cleaned properly.

• If necessary, appropriate personal protective materials are used during the operation, depending on the nature of the material.

• After the leakage is stopped, every area contaminated by the leak is cleaned appropriately, either by the emergency equipment of the facility or by the Emergency Response Company, depending on the level of the spill.

**The general processes and provisions to be followed according to the IMDG Code are as follows:**

• After the leak is detected, the relevant area will be surrounded first.

• Unauthorized personnel entry is prevented by surrounding the leak area with a security strip and the relevant units are informed.

• Risk is determined by making a risk assessment.

• The type of leaked or spilled material, the source and amount of the leak are determined. IMDG data and Safety Data Sheet about dangerous goods are provided.

• Required Personal Protective Equipment is provided.

• Appropriate personal protective equipment and materials are provided before responding to the leak.

• Where possible, leakage is limited and its spread is prevented: First of all, it is surrounded by barriers to prevent further spread of leakage.

• Leakage is stopped if possible:

• Leak cleaning processes are initiated:

• Leakage is never cleaned with flammable materials such as sawdust; Dry, neutral absorbent materials such as absorbent kit, sand, sorbent pads are used.

• Absorption is done by adding absorbent substance/material on small amount of liquid spills. In large spills, a border/barrier is created around it.

• It is prevented that the leaked/spill material mixes with the soil, underground and surface waters**.**

**Waste Disposal**

• The salvage packages in which the dangerous goods will be placed and sent for disposal must be UN type approved. The cleaned dangerous cargo is collected in suitable waste bags or boxes and sent to the Temporary Waste Storage Area within the port facility.

• It is delivered to companies with hazardous waste transport licenses to be disposed of in hazardous waste disposal facilities licensed in accordance with the Environmental Law and the regulations related to Waste Disposal and taken out of the port.

## 8.9 Emergency Drills and Their Records

Drills are planned annually. The records of the drills are kept under the Training Participation Form.

## 8.10 Information on Fire Protection Systems

Emergency and fire equipment are as follows:

• Fire Hydrants

• Fire Extinguishers

- Fire Cabinets and Fire Hoses
- Fire Alarm Detectors, Emergency Warning Lamps in the Fields
- Electric Fire Pumps
- Diesel Fire Pumps

Emergency documents and supplies:
- Emergency Phone Lists
- Emergency Plan

## 8.11 Procedures for Approval, Inspection, Testing, Maintenance and Availability Of Fire Protection Systems

**Emergency and Fire Equipment:**

- **Fire Hydrants:** Checks are carried out according to Petrol Ofisi SEÇ-FR-087 Fire Equipment periodic inspection form. Fire systems are kept ready at all times at the terminal.
- **Fire Extinguishers:** All fire extinguishers are visually examined and checked monthly. After the control, the extinguishers are marked. During the control, especially dry powder extinguishers are turned upside down and tapped lightly on the base, thus allowing the powder in the tube to move. Otherwise, the powder inside the extinguishers, which remain in the same position for a long time, may settle to the bottom and solidify. If any deficiencies or malfunctions are detected as a result of the control, they are corrected by the relevant responsible persons.
- **Control of fire extinguisher cylinders:** It will be done by independent third parties authorized by the Turkish authorities. Valid certificates and control records received will be kept and maintained by Petrol Ofisi Terminal.
- **Fire Cabinets and Fire Hoses:** It will keep a list of all fire cabinets. The Maintenance Department is responsible for quarterly checks and tests, monthly checks, repairs and maintenance. Control records will be kept by Petrol Ofisi Terminal.
- **Fire Alarm Detectors, Emergency Warning Lamps in the Fields:** Maintenance will be done on a scheduled basis by the Maintenance Department and all records will be kept by this department..
- **Electric Fire Pumps:** Maintenance will be done on a scheduled basis by the Maintenance Department and all records will be kept by this department.
- **Diesel Fire Pumps:** Maintenance will be done by the mobile team according to the maintenance program and all records will be kept by the Maintenance Department.

**Other emergency supplies:**

• **Emergency Telephone Lists:** Petrol Ofisi Terminal is responsible for ensuring that the relevant departments and emergency telephone lists are correct and up-to-date**.**

• **Port Fire Plan:** It is the responsibility of Petrol Ofisi Terminal or the relevant unit manager to keep the fire plan up-to-date at all times.

• **Emergency Safety Signs:** The manager of each department or unit manager is responsible for keeping all safety signs at the location of the unit they are attached to. Petrol Ofisi Terminal is responsible for determining "Escape Routes" and "Assembly Places" and posting these documents in appropriate places.

### 8.12 Precautions To Be Taken In Case Of Failure On Fire Protection Systems

When there is a need for an emergency response and the fire protection systems do not work, the institutions mentioned in Section 8.6 are called and the closest team is informed.

### 8.13 Other risk control equipment

## 9. OCCUPATIONAL HEALTH AND SAFETY

### 9.1 Occupational Health And Safety Measures

The main purpose in terms of OHS; all employees are aware of risks and dangers, increase their awareness, act in accordance with the measures taken and defined rules for the prevention of accidents and incidents, and act in accordance with the principles of prevention of pollution. Employees are obliged to comply with the defined methods regarding occupational health, safety and environmental management processes and the requirements in the documents created, to supervise compliance, and to warn those who do not comply with the rules in case of non-compliance.

- Operations will only be carried out by trained and responsible personnel.
- In case of bad weather conditions (sea, rainy, windy weather), the personnel will pay maximum attention to the operations.
- The Basic Personal Protective Equipment Symbols that must be used as a minimum are as follows:

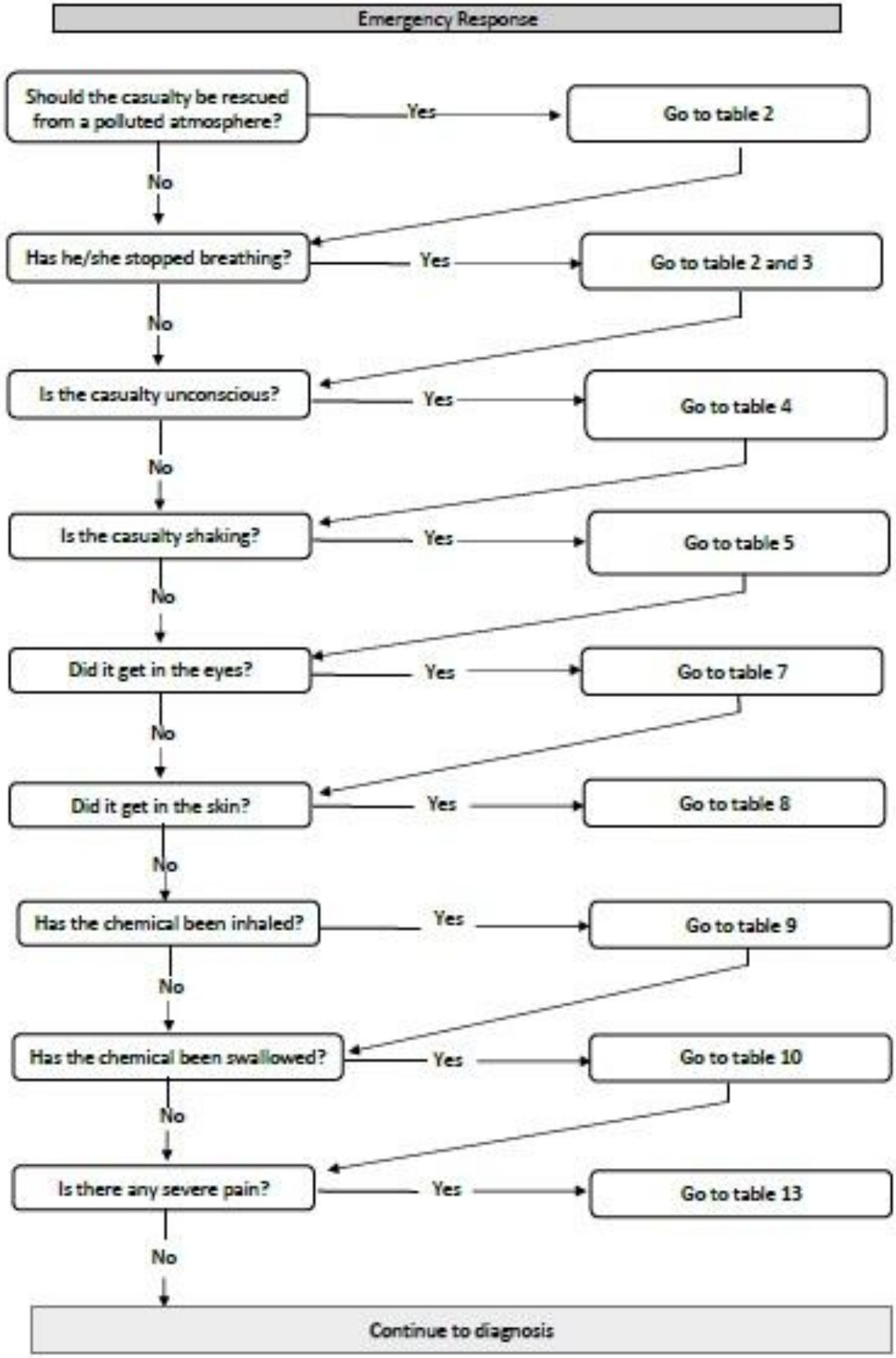
**SAFETY HELMET** **EARPLUGS** **GLASSES** **Work- Clothing** **Work Shoe** **Gauntlet** **Life-Jacket**

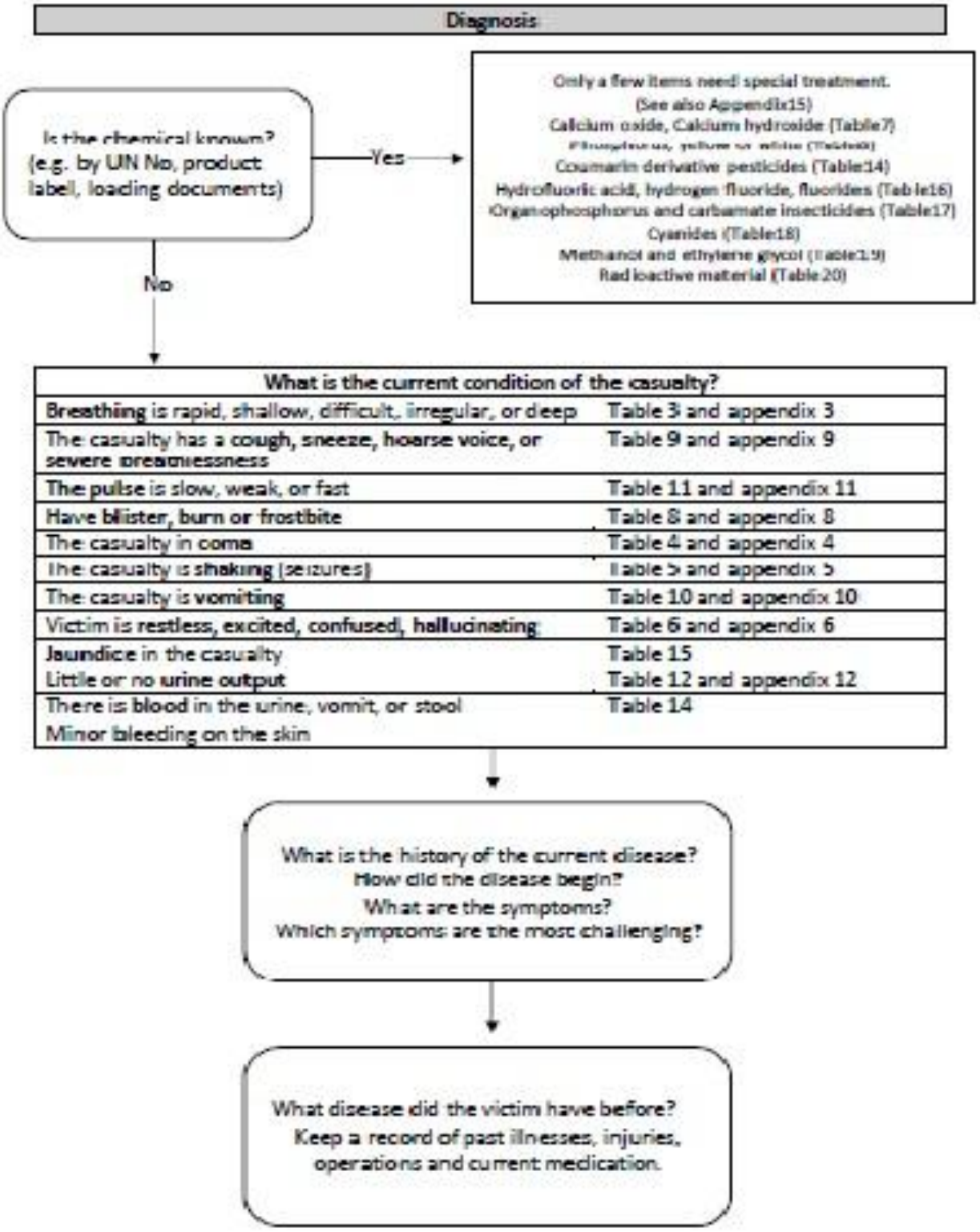


**THE USE OF MFAG**

Medical first aid guide (MFAG) for accidents involving dangerous goods is used as a reference in the diagnosis and first treatment of chemical poisonings..

The MFAG itself gives an overview of possible toxic effects that may be encountered. The treatment known in this Guide is set out in the appropriate tables and is even more comprehensive in the relevant sections of the appendices. The treatments in this guide address the accidental consequences of transporting dangerous goods. Accidental ingestion of toxic substances is rare. The guideline does not cover intentional swallowing. Minor accidents involving chemicals do not usually cause serious effects, provided appropriate first aid measures are taken. While the number of serious accidents reported is small, accidents involving chemicals that are toxic or corrosive can be dangerous and should be considered potentially serious until the affected person has fully recovered and conversely medical information is available.


Emergency Response
Should the casualty be rescued from a polluted atmosphere?
Yes
Go to table 2
No
Has he/she stopped breathing?
Yes
Go to table 2 and 3
No
Is the casualty unconscious?
Yes
Go to table 4
No
Is the casualty shaking?
Yes
Go to table 5
No
Did it get in the eyes?
Yes
Go to table 7
No
Did it get in the skin?
Yes
Go to table 8
No
Has the chemical been inhaled?
Yes
Go to table 9
No
Has the chemical been swallowed?
Yes
Go to table 10
No
Is there any severe pain?
Yes
Go to table 13
No
Continue to diagnosis


Diagnosis
Is the chemical known? (e.g. by UN No, product label, loading documents)
Yes
Only a few items need special treatment. (See also Appendix15)
Calcium oxide, Calcium hydroxide (Table7)
Coumarin derivative pesticides (Table14)
Hydrofluoric acid, hydrogen fluoride, fluorides (Table16)
Organophosphorus and carbamate insecticides (Table17)
Cyanides (Table18)
Radioactive material (Table 20)
No
What is the current condition of the casualty?
Breathing is rapid, shallow, difficult, irregular, or deep
Table 3 and appendix 3
The casualty has a cough, sneeze, hoarse voice, or severe breathlessness
Table 9 and appendix 9
The pulse is slow, weak, or fast
Table 11 and appendix 11
Have blister, burn or frostbite
Table 8 and appendix 8
The casualty in coma
Table 4 and appendix 4
The casualty is shaking (seizures)
Table 5 and appendix 5
The casualty is vomiting
Table 10 and appendix 10
Victim is restless, excited, confused, hallucinating
Table 6 and appendix 6
Jaundice in the casualty
Table 15
Little or no urine output
Table 12 and appendix 12
There is blood in the urine, vomit, or stool
Minor bleeding on the skin
Table 14
What is the history of the current disease?
How did the disease begin?
What are the symptoms?
Which symptoms are the most challenging?
What disease did the victim have before?
Keep a record of past illnesses, injuries, operations and current medication.

## 9.2 Information on Personal Protective Clothing and Procedures for Their Use

'ORT-T-018 Procedure for the Use of Personal Protective Equipment' is applied for the use of personal protective clothing.

**Personal Protective Devices of Response Teams**

**Level A**

Usage area : Situations where the skin, breathing, eyes and etc. need to be protected in a high standard – gas proof

Positive pressured Tube Breathing Apparatus– SCBA

Protective clothing against the chemicals

Gloves which are chemical proof from inside.

Gloves which are chemical proof from outside.

Boots or long boots, chemical proof, with steel heels.

Thermal underwear, long sleeve and cuffed

Hard Cover

Long sleeved

Double sided wireless connection (No spreading sparks)

**Level B**

The minimum level needed for the entry and exit to the scene, rather for the liquids to be spilled or scattered.

Positive pressured Tube Breathing Apparatus– SCBA

Protective clothing against the chemicals

Gloves which are chemical proof from inside.

Gloves which are chemical proof from outside.

Boots or long boots, chemical proof, with steel heels.

Hard Cover

Double sided wireless connection (No spreading sparks)

Face mask

**Level C**

Used when the chemicals in environment are known, when the concentration is decided, when it is decided that the skin and eyes will not get harmed. However continuous measure should be done.

Full mask, air cleaning filter

Protective clothing against the chemicals

Gloves which are chemical proof from inside.

Gloves which are chemical proof from outside.

Boots or long boots, chemical proof, with steel heels.

Hard Cover

Double sided wireless connection (No spreading sparks)

Face mask

**Level D**

Work clothes (emergency intervention team).

Requires long sleeved and security shoes/boot. Other Personal protection equipment changes due to the condition of the event. If a problem is to occur about the skin, entries to the scene with these kinds of clothes should not be done.

### 9.3 Closed Area Entry Permit Precautions and Procedures

Closed Space: Areas with a limited volume that are completely or partially enclosed, with a limited amount of air and designed as a workplace are called “closed environment”. Areas with restricted entrances and exits that are not designed for continuous operation are considered closed areas

A "Confined Space Work Control Form" is implemented at the terminal, and relevant records are kept for at least three years. Personnel who have worked at our terminal for less than six months are not permitted to enter enclosed spaces. Records of enclosed space entry permits are kept for at least three years.

## 10. DİĞER HUSUSLAR

### 10.1 Validity of Dangerous Cargo Conformity Certificate

Dangerous Goods Conformity Certificate of the Terminal is valid until 20.12.2026

### 10.2 Tasks defined for Dangerous Goods Safety Advisor

As stated in Article 2.6

### 10.3 Matters for Those Carrying Dangerous Cargoes That Will Arrive/Leave The Port facility By Road

Confined Space: A confined space, either fully or partially enclosed, with a limited volume containing limited airflow, and designed as a workspace, is called an "enclosed environment." Areas not designed for continuous operation and with restricted entrances and exits are considered confined spaces.

The terminal implements a "Confined Space Work Control Form," and relevant records are kept for at least three years. Employees who have worked at our terminal for less than six months are not permitted to enter enclosed spaces.

### 10.4 Matters for those carrying dangerous cargoes that will arrive/leave the port facility by sea

If a ship participates in an operation related to the transportation or handling of dangerous goods in the port area, a special sign that can be seen day and night will be used.

The reason for using the day or night signal is to inform the maritime traffic and personnel within the port area about the increased danger due to the presence and handling of dangerous goods. The signals and signs to be used are as follows:

• Daytime: “B” flag (I am taking, unloading or carrying dangerous cargo) and

• At night, strobeless red light, visible from 360°

### 10.5 Additional matters to be added by the port facility

**Prohibited Actions**

1) In the approach channels of coastal facilities, berthing and mooring areas and anchorage areas; Fishing, sailing, rowing or other water sports activities and swimming are prohibited.

2) Boats for sports, leisure and entertainment purposes must navigate at a speed that will not interfere with the activities of other ships and sea vehicles and will not damage the limited area in the port area and in the bays. The Port Authority determines the appropriate speed limit when and where it deems necessary.

3) Ships and marine vehicles arriving or leaving the buoy to be moored, and ships and marine vehicles other than those used in port facility services cannot pass between buoys and buoy lines.

4) Ships and marine vessels cannot be moored or berthed to places that do not have a port facility operation permit and to places that are not operated or owned by any institution/organization. However, the Administration may make temporary arrangements for the facilities it deems appropriate in case of emergency.

5) Ships and marine vehicles that have excessive trim or dangerous inclination, and that have the risk of environmental pollution due to any damage, ships and marine vehicles that do not have the documents related to towing and carrying dangerous cargo but carry dangerous goods can be transferred to the coastal facilities without the permission of the port authority. cannot approach or leave.

**Other matters subject to the permission of the port authority**

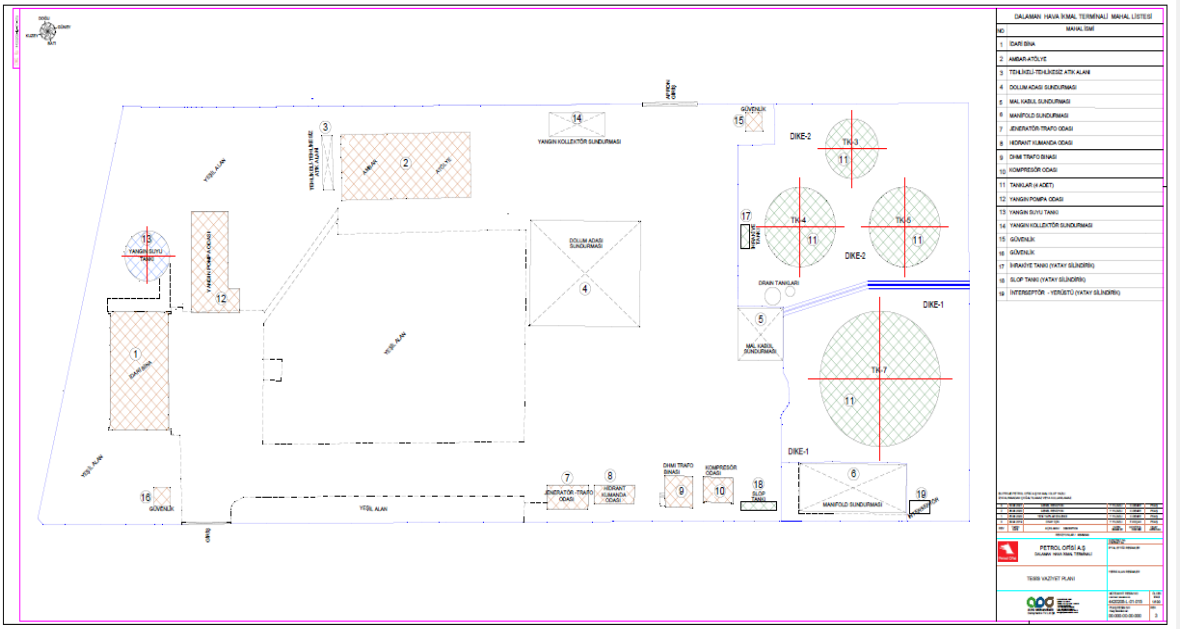
1) Before the construction of coastal structures and aquaculture production areas to be carried out after the necessary permits and approvals are obtained from the relevant institutions/organizations, the relevant persons shall obtain permission from the port authority to start the activity.
2) It is obligatory to obtain permission from the port authority before buoying, diving, seabed and underwater studies, seabed dredging and similar activities. Ships and marine vehicles used in such activities show the daytime signs and sound signals with a light in accordance with the legislation.
3) It is obligatory to obtain permission from the port authority before buoying, diving, seabed and underwater studies, seabed dredging and similar activities. Ships and marine vehicles used in such activities show the daytime signs and sound signals with a light in accordance with the legislation.
4) It is obligatory to request permission to the port authority at least 15 days before for races that will start from one port administrative area and end at another port administrative area, and at least 7 days before for other competitions and activities.
5) It is obligatory to request permission to the port authority at least 15 days before for races that will start from one port administrative area and end at another port administrative area, and at least 7

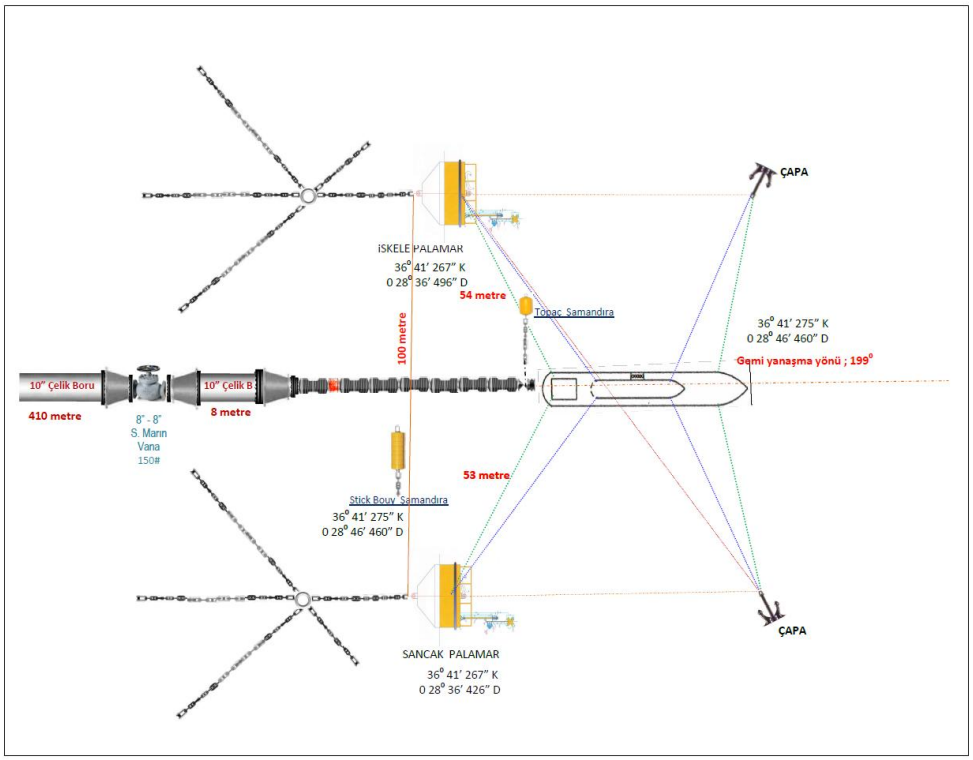
days before for other competitions and activities.

6) Races and similar activities or organizations cannot be held in the administrative area of the port unless permission is obtained from the port authority.
7) Water sports to be held in the administrative area of the port are carried out within the scope of the Regulation on Sportive Activities for Tourism Purposes and other relevant legislation published in the Official Gazette dated 23/2/2011 and numbered 27855. The powers of the port authority to ensure the safety and security of life, property, navigation and environment related to water sports for tourism purposes are reserved. The port authority is authorized to make all kinds of restrictions in these activities and to stop these activities, taking into account the safety and security of life, property, navigation and the environment..
8) Unless the permission of the port authority is obtained, other ships and marine vehicles cannot aboard the ships and marine vehicles located at anchor or in coastal facilities. The abode of agency and supply engines, public vessels, refueling vessels, water tankers and port facility service vessels is outside the scope of this paragraph, and these types of vessels carry out their services in coordination with the coastal facilities operators, with the knowledge of the port manager.
9) The ship's captain or agent who will supply fuel, oil and water notifies the relevant port authority before the supply operation.
10) Ships and marine vessels in the port areas unless permission is obtained from the port authority; repair, blasting and painting, welding and other hot work cannot be carried out to sea lifeboat and/or boat lowering or other maintenance work. If the ships and marine vehicles that will carry out these works are in the port facility, they must coordinate with the port facility management.
11) Coastal facilities located in the administrative area of the port make a notification to the Naval Forces Command Navigational Hydrography and Oceanography Department for their geographical location to be recorded on the relevant sea maps.
12) Ships and marine vessels cannot change their anchorage areas without permission from the port authority. However, those who cannot stay where they are due to adverse weather and sea conditions can leave their places and anchor at safer anchorage areas. Those concerned shall notify the port authority as soon as possible. The regulation regarding the implementation of this paragraph is made by the relevant port authority in places where there is a ship traffic services center.
13) Ships and marine vehicles that will not carry out any activity in the coastal facilities but anchor in the anchorage areas due to force majeure reasons such as adverse weather conditions and situations that may endanger navigation, life, property, and environmental safety, shall immediately notify the relevant port authority and/or the pilotage organization. The regulation regarding the implementation of this paragraph is made by the relevant port authority in places where there is a Ship Traffic Services Center.
14) Limbo activities in the port administrative area are subject to the permission of the port authority.
15) The towing process is carried out with the permission of the port authority within the framework of the procedures and principles determined by the Administration.

## ANNEXES

1- General site plan of the port facility



2- Photos of the port facility



3- Emergency Contact Points and Contact Information

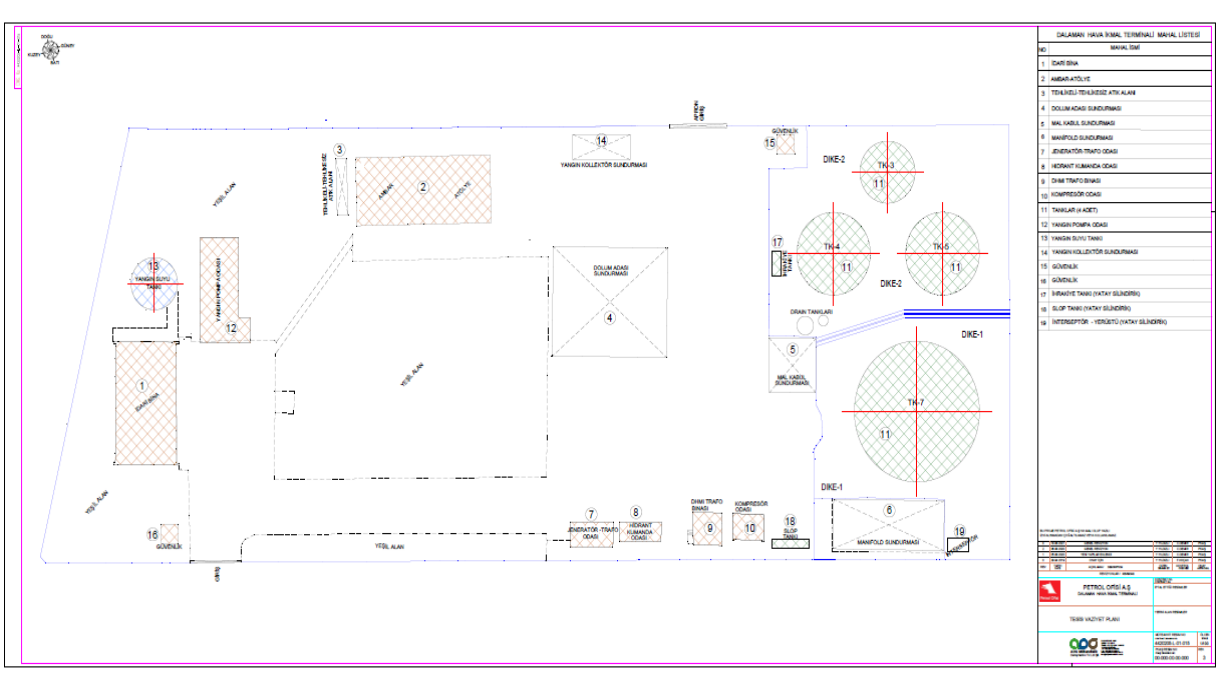
| ADI SOYADI | GÖREVİ | CEP TELEFONU |
|---|---|---|
| Ulvi KILIÇ | POAŞ TİCARİ VE ENDÜSTRİYEL SATIŞLAR DİREKTÖRÜ | (553) 810 84 56 |
| Burak SAKAR | POAŞ AVIATION MANAGER | (532) 436 04 12 |
| Cem Volkan SÖNMEZ | POAŞ AVIATION OPS MANAGER | (533) 740 20 97 |
| Emir ÖZDEMİR | POAŞ HSSEQ SENIOR MANAGER | (535) 840 76 52 |
| ÖZKAN ÇAKMAK | POAŞ HSSE MANAGER | (538) 634 93 32 |
| Göktuğ ÇALIŞKAN | POAŞ OPS EXECUTIVE/DGSA | (506) 644 83 98 |
| Elif İLHAN | POAŞ HSSE EXECUTIVE | (530) 557 38 77 |
| Hande Atasoy | POAŞ ENVIRONMENTAL EXECUTIVE | (530) 557 38 77 |
| Levent FIRAT | STT OPS DIRECTOR | (546) 623 30 08 |
| Görkem GÜMÜŞ | STT HSSE DIRECTOR | (531) 883 30 30 |
| Gökhan ANIK | STT SOTUH AREA MANAGER | (553) 668 78 49 |
| Alper ŞEN | STT DALAMAN FACILITY CHIEF | (532) 495 15 48 |
| Hicri ABACI | DALAMAN FACILITY DOCTOR | (532) 675 02 00 |
| Betül SANCILI | DALAMAN HSE SPECIALST | (532) 704 34 70 |
| DALAMAN KAYMAKAMLIK | | 0252 6925011 |
| HAVALİMANI MÜLKİ İDARE AMİRLİĞİ | | 0252 7925011 |
| CUMHURİYET SAVCILIĞI | | 0252 6925351 |
| HAVA MEYDAN KOMUTANLIĞI | | 0252 7925258 |
| DENİZ HAVA ÜS KOMUTANLIĞI | | 0252 7925550 |
| JANDARMA KOMUTANLIĞI | | 0252 6925285 |
| İTFAİYE HAVALİMANI DAHİLİ | | 2222 |
| İTFAİYE DALAMAN BELEDİYESİ | | 110 |
| DALAMAN EMNİYET MÜDÜRLÜĞÜ | | 0252 692 2701 |
| HAVALİMANI EMNİYET MÜDÜRÜ | | 0252 792 5555 -- 2400 |
| GÖCEK LİMAN BAŞKANLIĞI | | 0252 645 2393-645 24 94 |
| EMNİYET NİZAMİYE DAHİLİ | | 4116 |
| POLİS İMDAT | | 155 |
| ELEKTRİK ARIZA DAHİLİ | | 3674 |
| HAVALİMANI DOKTOR DAHİLİ | | 3570-3571 |
| DALAMAN SSK HASTANESİ | | 0252 692 5026 -692 1855 |

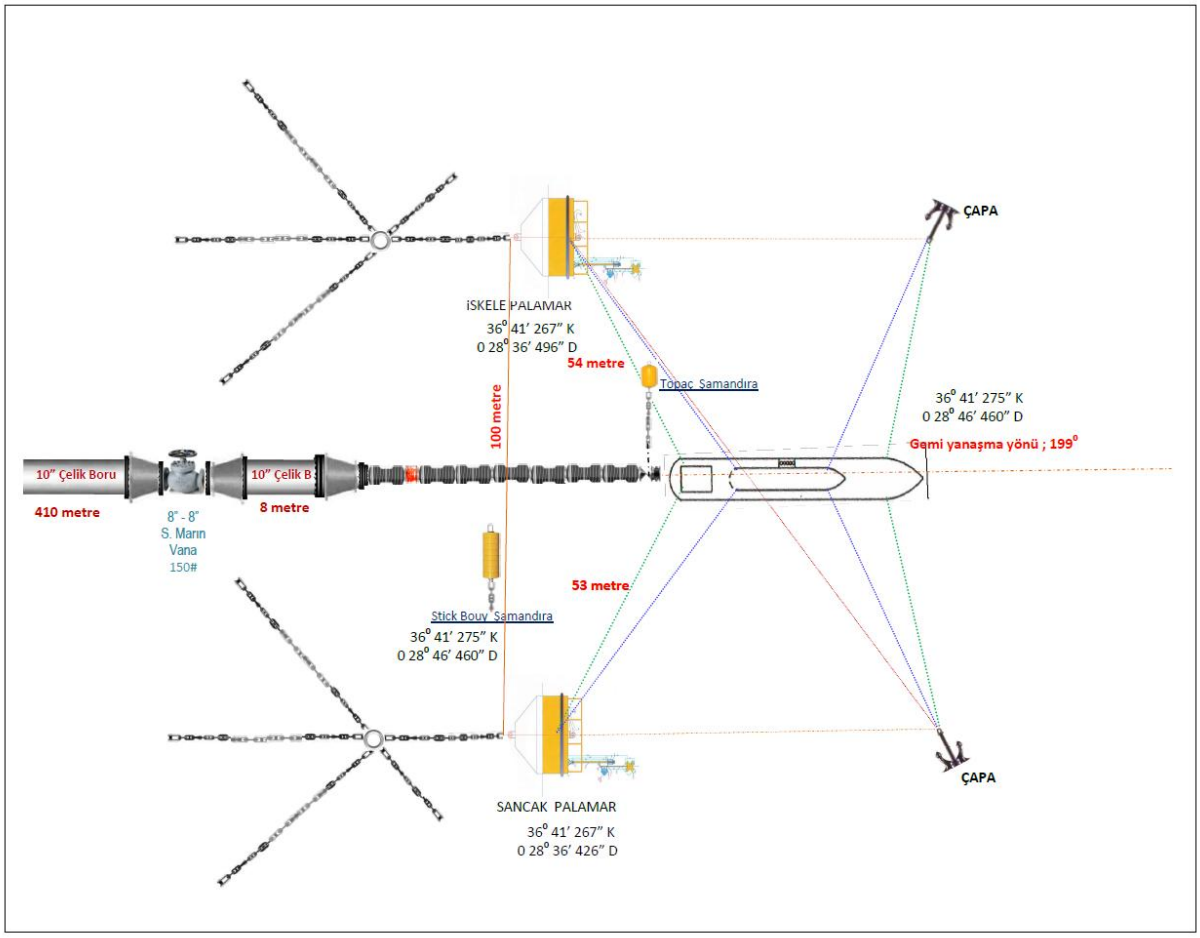
| | |
|---|---|
| **DHMİ MEYDAN MÜDÜRÜ DAHİLİ** | **3200 -- 3201** |
| **DHMİ SANTRAL** | **0252 792 5291** |
| **DHMİ NÖBETÇİ MEYDAN MÜDÜRÜ DAHİLİ** | **3400** |
| **YDA HAVALİMANI SANTRAL** | **0252 792 5555** |

| **FACILITY NAME: DALAMAN AIR SUPPLY FACILITY DIRECTORATE** | | | | | **Issue Date 01.05.2026** | |
|---|---|---|---|---|---|---|
| **Emergency Coordinator / Deputy** | | | | | | |
| **No** | **Name Surname** | **Area of Responsibility** | **Role in the Team** | **Work-Home Phone** | **Phone** | **Signature** |
| 1 | Gökhan ANIK | WHOLE FACILITY | Emergency Coordinator | | 507 812 69 33 | |
| 2 | ALPER ŞEN | WHOLE FACILITY | Acil Deputy Situation Coordinator | | 532 495 15 48 | |
| **Fire Extinguishing Team** | | | | | | |
| **No** | **Name Surname** | **Area of Responsibility** | **Role in the Team** | **Work-Home Phone** | **Phone** | **Signature** |
| 1 | B. MURAT AKKUŞ | WHOLE FACILITY | Team Leader | | 545 397 23 17 | |
| 2 | ANIL AYBEY | WHOLE FACILITY | STAFF | | 530 159 22 48 | |
| 3 | MURAT KOCAPINAR | WHOLE FACILITY | STAFF | | 507 727 09 01 | |
| 4 | MUSTAFA KAPLAN | WHOLE FACILITY | STAFF | | 530 773 36 27 | |
| 5 | BURAK KORAL | WHOLE FACILITY | STAFF | | 5386215676 | |
| 6 | | | | | | |
| | | | | | | |
| **Protection Team** | | | | | | |
| **No** | **Name Surname** | **Area of Responsibility** | **Role in the Team** | **Work-Home Phone** | **Phone** | **Signature** |
| 1 | ERDOĞAN CAN ÖZKUL | WHOLE FACILITY | TEAM LEADER | | 545 694 48 48 | |
| 2 | EMRE ÖZMEN | WHOLE FACILITY | STAFF | | 505 219 21 05 | |
| 3 | SALİH ŞİMŞEK | WHOLE FACILITY | STAFF | | 531 613 22 59 | |
| 4 | ENDER GÜNDOĞDU | WHOLE FACILITY | STAFF | | 5344360825 | |
| 5 | BAYRAM KARADUMAN | WHOLE FACILITY | STAFF | | 5454132791 | |
| 6 | SÜLEYMAN AYHAN | WHOLE FACILITY | STAFF | | 546 967 01 68 | |
| **Rescue Team** | | | | | | |
| **No** | **Name Surname** | **Area of Responsibility** | **Role in the Team** | **Work-Home Phone** | **Phone** | **Signature** |
| 1 | GÖRKEM UYSAL | WHOLE FACILITY | Team Leader | | 546 646 64 63 | |
| 2 | M. HAKAN DURMUŞ | WHOLE FACILITY | STAFF | | 541 877 16 59 | |
| 3 | ERSOY TOKTAN | WHOLE FACILITY | STAFF | | 543 601 30 96 | |
| 4 | GÖKHAN ÖZMEN | WHOLE FACILITY | STAFF | | 533 267 65 95 | |
| **First Aid Team** | | | | | | |
| **No** | **Name Surname** | **Area of Responsibility** | **Role in the Team** | **Work-Home Phone** | **Phone** | **Signature** |

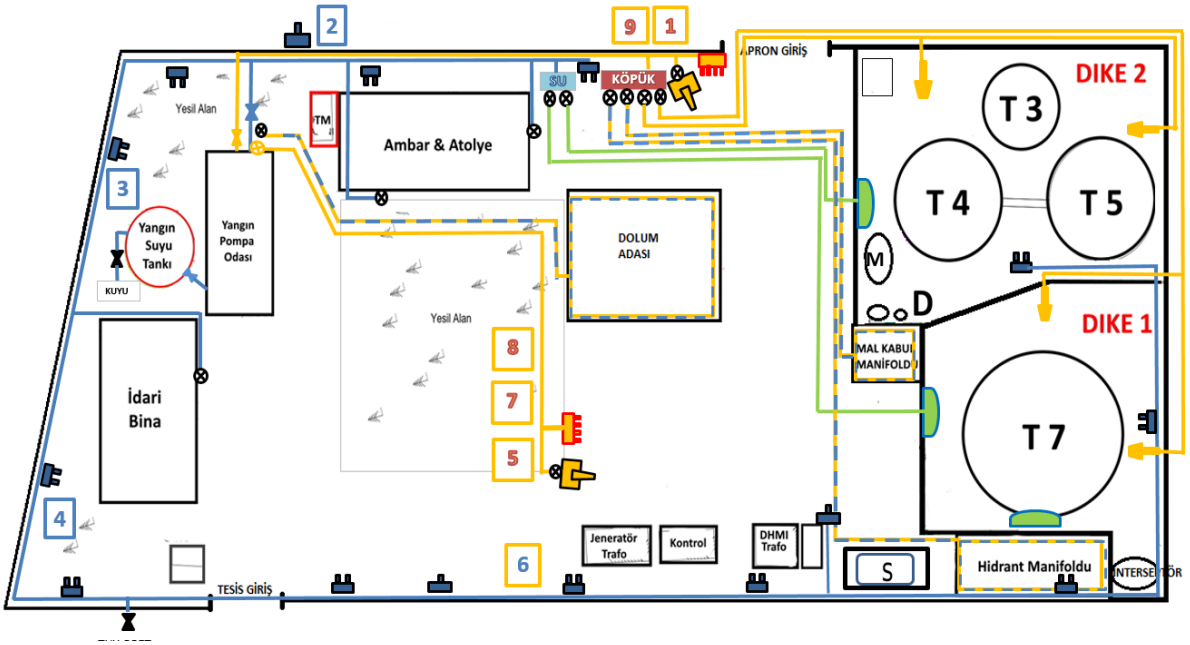
| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | ŞUAYİP KARACA | WHOLE FACILITY | Team Leader | | 542 377 09 88 | |
| 2 | KENAN ŞAHİN | WHOLE FACILITY | STAFF | | 544 478 9928 | |
| 3 | ALİ ÖZTÜRK | WHOLE FACILITY | STAFF | | 545 870 79 01 | |
| 4 | ÖZKAN DEMİRKOL | WHOLE FACILITY | STAFF | | 546 798 24 51 | |
| | GÖKHAN GÖK | WHOLE FACILITY | STAFF | | 554 983 24 66 | |

4- General Layout Plan of the Areas where Dangerous Cargoes are Handled

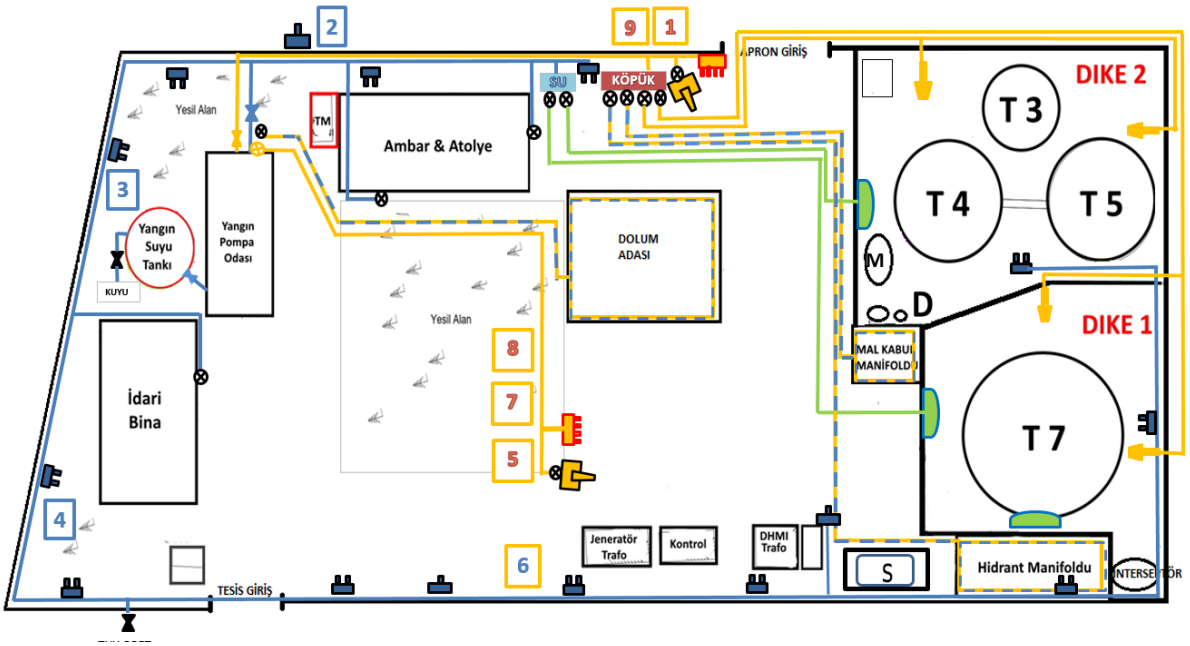



ÇAPA
İSKELE PALAMAR
36° 41′ 267″ K
0 28° 36′ 496″ D
54 metre
Topaç Şamandıra
100 metre
36° 41′ 275″ K
0 28° 46′ 460″ D
Gemi yanaşma yönü ; 199°
10″ Çelik Boru
410 metre
8″ - 8″
S. Manın
Vana
150#
10″ Çelik B
8 metre
53 metre
Stick Bouy Şamandıra
36° 41′ 275″ K
0 28° 46′ 460″ D
ÇAPA
SANCAK PALAMAR
36° 41′ 267″ K
0 28° 36′ 426″ D

5- Fire Plan of the Areas where Dangerous Cargoes are Handled



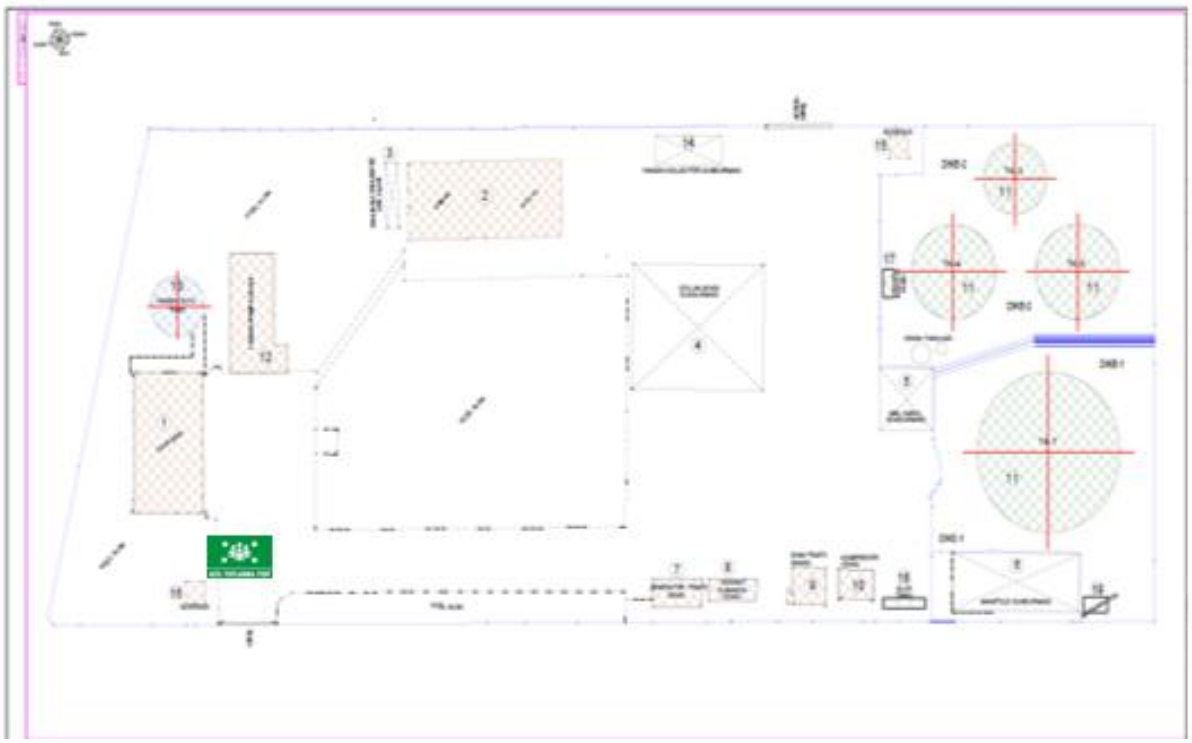

6- Overall Fire Plan of the Facility



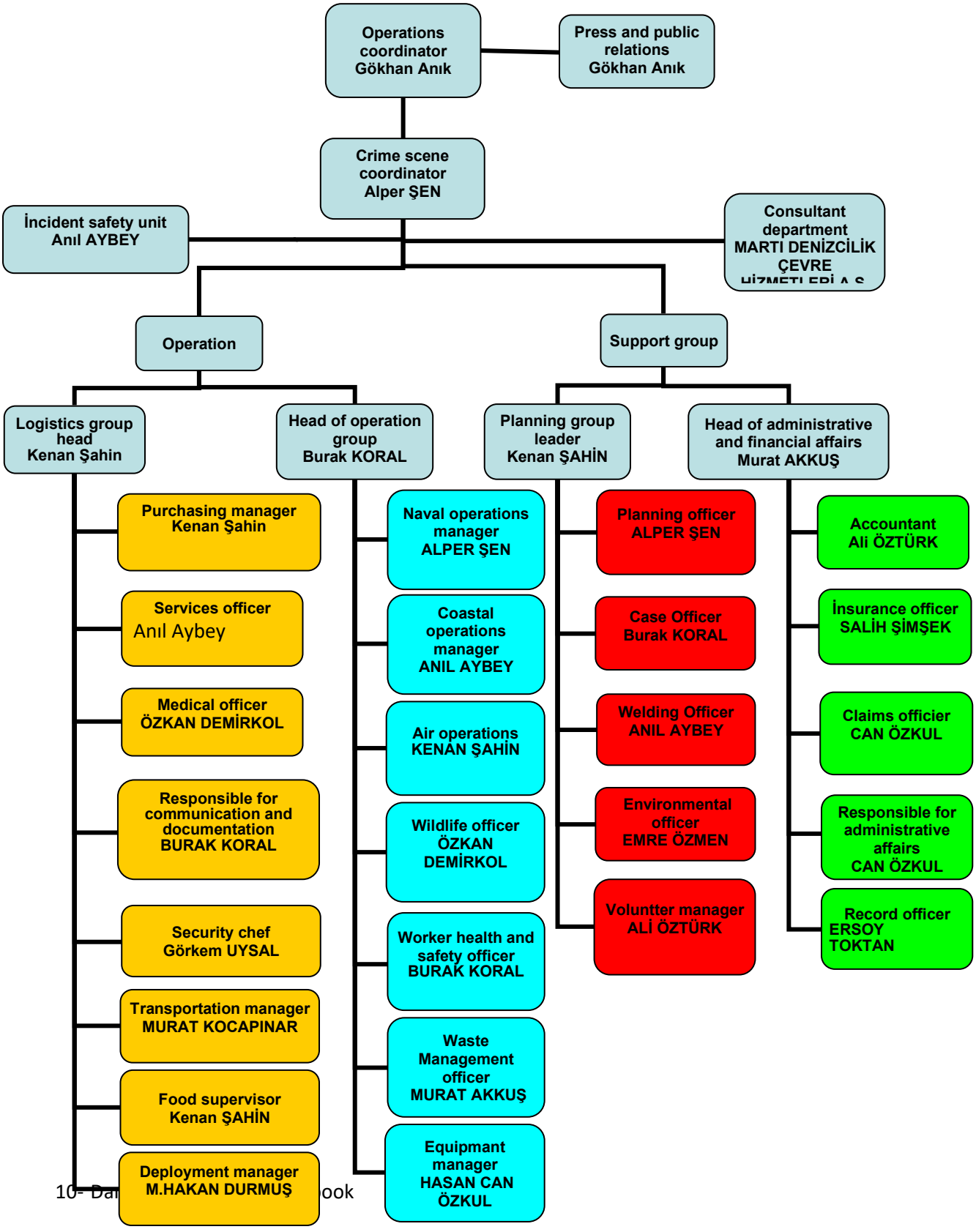

7- Emergency Plan

Emergency Plan is prepared already.

8- Emergency Muster Points Plan



9- Emergency Management Chart




10- Da ook

Available

11- Leak areas and equipment, entry/exit drawings for CTU and Packages
Not applicable

12- Inventory of Port Service Ships
Not applicable

13- Sea coordinates of the administrative borders of the Port Authority, anchorage areas and the pilot's disembarkation/embarkation points

A) Port administrative area boundary The port administrative area of Göcek Port Authority is the sea and coastal area between the line drawn from coordinate (a) to true south (180º) below and the line connecting coordinates (b) and (c) and the line drawn from coordinate (c) to true south (180º) below and bordered by the adjacent Turkish territorial waters.

a) 36º 47' 12'' N – 028º 32' 30'' E (Kızıl Burun)

b) 36º 42' 36'' N – 029º 00' 00'' E (Küçükkargı Burnu)

c) 36º 33' 00'' N – 028º 51' 00'' E

B) Anchorages

a) Anchorage area no. 1: The anchorage area for yachts is the sea area formed by the following coordinates.

1) 36º 43´ 57" N – 028º 55´ 45" E

2) 36º 44´ 03" N – 028º 55´ 39" E

3) 36º 43´ 54" N – 028º 55´ 30" E

4) 36º 43´ 48" N – 028º 55´ 36" E

b) Anchorage area no. 2: The anchorage area for passenger ships and yachts is the sea area formed by the following coordinates.

1) 36º 44´ 36" N – 028º 56´ 18" E

2) 36º 44´ 24" N – 028º 56´ 24" E

3) 36º 44´ 18" N – 028º 56´ 12" E

4) 36º 44´ 36" N – 028º 56´ 06" E

c) Anchorage area number 3: The anchorage area for ships not carrying hazardous materials and military ships is the sea area formed by the following coordinates.

1) 36º 43´ 30" N – 028º 57´ 06" E

2) 36º 43´ 18" N – 028º 57´ 12" E

3) 36º 43´ 12" N – 028º 56´ 54" E

4) 36º 43´ 24" N – 028º 56´ 48" E

ç) Anchorage area number 4: The anchorage area for passenger ships and yachts is the sea area formed by the following coordinates.

1) 36º 47´ 30" N – 028º 35´ 42" E

2) 36º 47´ 15" N – 028º 35´ 12" E

3) 36º 46´ 24" N – 028º 36´ 12" E

4) 36º 46´ 54" N – 028º 36´ 54" E

C) Pilot pick-up and drop-off location 36° 43' 15" N - 028° 57' 24" E

14- Emergency response equipment against marine pollution in the port facility

| MATERIAL INVENTORY TO BE USED IN FUEL LEAK |
|---|
| 50 X 50 cm absorbent pad (filled in pillow form) |
| 10 m3 inflatable tank |
| 1 m3 fiber glass tank |
| Sawdust bag for land spill |
| 20 cm x 300 cm sorbent sausage |
| Live Notification box |
| Boot |
| Ex Flashlight |
| Pedestal mobile lighting |
| 10m chain |
| Glove |
| disposable clothing |
| Work glasses |
| half face mask |
| Shovel |
| sampling apparatus |
| headlamp |
| Pickaxe |
| Harrow |
| Strip |
| Sample Bottle |
| Tin Bucket |
| hose adapter |
| scattering net |
| Wheelbarrow |
| Anchor |
| float set |
| pickaxe handle |
| hose set |
| Roll tarp |

| |
|---|
| striping barge |
| Tin Barrel |
| Jerrycan Barrel |
| 300m barrier |
| Barrier Inflator Pump |

15- Personal protective equipment (PPE) usage map

All PPE used during Petrol Ofisi A.Ş operations are kept and used in accordance with the provisions of the personal protective equipment regulation and the regulation on the use of personal protective equipment in the workplace. In addition, ORT-T-018 Personal Protective Equipment Instruction and Personal Protective Equipment Usage Principles Procedure are complied with. PR.SEÇG-K.070 procedure is used to determine the PPE conditions and to protect the health and safety risks of the employees.

## EK-2 ASGARİ TERMİNAL KİŞİSEL KORUYUCU DONANIMLAR

| | Antistatic / ex work clothes | Work shoose | Helmet | Goggles | Glove | Earplug | Gasmask ( half face mask) | Dust Mask | Welder goggles | Parachute type safety belt | Life vest |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Base fiilin/ senior fiiling** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✓ | ✘ |
| **Storehous** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| **Purificaiton plant** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| **Maintenanc e** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| **Pier operation** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✓ |
| **Fiiling/ drain** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| **Buoy operation** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✓ |
| **Heat center** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| **Admin,stra tive buildings and offices** | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Rock oil store** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| **Field wide (Zone zone)** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| **Transforme r** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| **Fire pump and generator** | ✓ | ✓ | ✓ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |
| **Laboratort works** | ✓ | ✓ | ✘ | ✓ | ✓ | ✘ | ✘ | ✘ | ✘ | ✘ | ✘ |

✓ **PPE should be user**

✘ **No need tu use a PPE. Risk analysis /can be used when a work permit is required**

16- Dangerous Cargo incidents notification form

| | | | |
|---|---|---|---|
| Issue number- Date | | | |
| Company / Institution | | | |
| Sender | | CONTACT INFORMATION | |
| as required | | | |
| | | | |

PORT FACILITY

"DANGEROUS CARGO NOTIFICATION"

DATE:

1. When the accident occurred,

2. If the accident is known, how it occurred and the reason,

3. The place where the accident occurred (port facility and/or ship), its position and area o influence, ç) Information (name, flag, IMO number, owner, operator, cargo, if any) of the shi involved in the accident.

and amount, captain's name and similar information),

4. Meteorological conditions,

| |
|---|
| 5. UN number of the dangerous cargo, proper transport name (based on the legislatio specified in the definition of dangerous cargo) and amount,<br>Hazard class of the dangerous cargo or sub-hazard division, if any,<br>Packing group of the dangerous cargo, if any,<br>Additional risks of the dangerous cargo, such as marine pollutants, if any,<br>Sign and label details of the dangerous cargo,<br>The characteristics and number of the package, cargo transport unit and tanker in which th dangerous cargo is transported,<br>Manufacturer, sender, carrier and receiver of dangerous cargoes |
| 6. The extent of the damage/pollution,, |
| 7. Number of dead and injured in the accident (if any), |
| 8. How the accident was intervened, |
| 9. From which organizations help is requested, |
| 10. Other ships or neighboring facilities that may be affected by the accident, |
| FORM PREPARED BY:<br>Name and surname :<br>Mission:<br>Signature : |

17- Control results notification form for dangerous cargo transport units (CTUs)
Not applicable

18- Other required annexes
Not applicable

19- Dangerous Goods Handling Guide Additional Cargo Notification (If necessary)
Not applicable