



**INEBOLU  
PORT FACILITIES  
DANGEROUS CARGO HANDLING GUIDE**



HAZIRLAMA TARİHİ: 12 EYLÜL 2025  
(Revizyonlar için Revizyon Sayfasına Bakınız)

**ENGİN SEVER**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>2</b>
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## 1. REVISION PAGE

Row No	Revision No	Revision content	Revision Date	Revised by	
				Name Surname	Signature
1	01	Elimination of the shortcomings identified in the Control of Dangerous Goods Conformity Certificate	29.08.2018	Mustafa PEKEL	
2	02	Addition to Dangerous Goods Safety Advisor Change and Dangerous Solid Bulk Handling Procedure	08.05.2020	Mustafa PEKEL	
3	03	Addition to Dangerous Goods Safety Advisor Change- Processing of towage services provider information- Change in waste reception facility capacities	28.04.2021	Mustafa PEKEL	
4	04	Revision of the Dangerous Goods Guide as a Dangerous Goods Handling Guide	20.07.2022	Mustafa PEKEL	
5	05	DGSA Change	30.08.2022	Mustafa PEKEL	
6	06	Change of Authority	23.06.2022	ENGİN SEVER	
7	07	Removing Information about Solid Bulk Cargoes from the guide	10.06.2025	ENGİN SEVER	
8	08	Adding Solid Bulk Cargoes to the Guide	12.09.2025	ENGİN SEVER	

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>3</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

## 2. CONTENTS

<b>REVISION PAGE</b> .....	<b>2</b>
<b>CONTENTS</b> .....	<b>3</b>
<b>1. INTRODUCTION</b> .....	<b>5-11</b>
1.1 Genel information of facility .....	
1.2 Loading/discharge, handling and storage procedures of dangerous goods handled and temporarily stored in shore facility .....	
<b>2. SORUMLULUKLAR</b> .....	<b>12-17</b>
2.1 Responsibilities of those responsible for the goods: .....	
2.2 Responsibilities of shore facility operator:.....	
2.3 Responsibilities of ship master:.....	
2.4 Responsibilities of Dangerous Goods Safety Advisor:.....	
2.5 Responsibilities of third party, cargo/ship agency engaged in shore facility .....	
<b>3. RULES TO BE FOLLOWED/APPLIED AND MEASURES TO BE TAKEN BY SHORE</b> ....	<b>18- 22</b>
3.1 Rules to be followed by Shore facility Operators:.....	
3.2 Measures to be taken by Shore facility Operators:.....	
<b>4. CLASSES, TRANSPORTATION, LOADING/DISCHARGE, HANDLING, SEGREGATION, STOWING AND STORAGE OF DANGEROUS GOODS</b> .....	<b>23-24</b>
4.1 Classes of Dangerous Goods: .....	
4.2 Packs and packagings of dangerous goods: .....	
4.3 Placards, plates, brands and labels related to the Dangerous goods handled in our shore facility are as follows. ....	
4.4 Marks and packaging groups of dangerous goods.....	
4.5 Segregation tables of dangerous goods aboard ship&port according to classes: .....	
4.6 Segregation distance of dangerous goods in shed storages and segregation terms....	
4.7 Dangerous Goods Documents:.....	
<b>5. MANUAL FOR DANGEROUS CARGOES HANDLED IN SHORE FACILITY</b> .....	<b>25</b>
<b>6. OPERATIONAL ISSUES</b> .....	<b>26-27</b>
6.1 Procedures for safely berthing, mooring, loading/discharging, harbouring or anchoring of ships transporting dangerous goods at night and day:.....	
6.2 Procedures for additional measures taken for loading, discharging and transshipment according to seasonal conditions.....	
6.3 Procedures for keeping away flammable, combustible and explosive materials from spark-producing operations and not operating vehicles, equipment and tools capable of sparking in fields of dangerous goods handling, stowing and storage .....	
<b>7. DOCUMENTATION, CONTROL AND RECORD</b> :.....	<b>27-31</b>
7.1 Relevant Required Document Hazardous Substances Information and documents what it is, these procedures are by-Related Supply and Control:.....	
7.2 Coastal resort course in all regular and complete Keeping Procedures As of the current List of Hazardous Substances and Other Related Information. ....	
7.3 Procedures for control of properly defining of dangerous goods in the facility, using proper shipping names,certificating, packaging/packed, labeling and declaring of dangerous	

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>4</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

goods, loading to approved package, container or good cargo transport unit in accordance with rules and transporting in a safe condition and reporting the results of control .....

7.4 Procedures for obtaining and keeping dangerous goods safety information form (SDS):.....

7.5 Procedures for keeping records and statistics of dangerous goods. ....

**8. EMERGENCIES, PREPAREDNESS FOR EMERGENCIES AND RESPONSE ..... 32-42**

8.1 Response procedures for dangerous goods that endangers/able to endanger life, property and/or environment and dangerous incidents involving dangerous goods .....

8.2 Information for possibility, capacity and capability of shore facility to response emergencies.....

8.3 Regulations of first Response for accidents involving dangerous goods . ....

8.4 Notifications to be made inside and outside of facility in emergencies. ....

8.5 Procedures for reporting accidents.....

8.6 Coordination, support and cooperation method with public authorities. ....

8.7 Emergency evacuation plan for ship and sea vehicles from shore facility in emergencies. ....

8.8 Procedures for handling of damaged dangerous goods and wastes contaminated to dangerous goods and disposal of them .....

8.9 Emergency drills and their records.....

8.10 Information for fire protection systems.....

8.11 Procedures for approval, inspection, test, maintenance of fire protection system and keeping it ready for use.....

8.12 Measures to be taken when the fire protection systems do not work .....

8.13 Other risk control equipment.....

**9. OCCUPATIONAL HEALTH AND SAFETY ..... 43-44**

9.1 Occupational health and safety measures: .....

9.2 Information for personal protective clothing and procedures for using them:.....

**10. OTHER ISSUES ..... 45-49**

10.1 Validity of Dangerous Goods compliance Certificate.....

10.2 Duties defined for Dangerous goods safety advisor .....

10.3 Issues for carrier of dangerous goods to the shore facility /from the shore facility by land (documents to be kept by road vehicles during entrance/exit of port or shore facility field, equipment and tools kept by these vehicles; port field speed limits, etc) .....

10.4 Issues regarding to the carriers of dangerous goods to coming the shore facility/leaving from shore facility by sea (exhibition of signals by ships and sea vehicles to the port or shore facility by day/at night, cold and hot working procedures aboard ship).....

10.5 Additional issues added by shore facility... ..

**11. ANNEXES ..... 50-83**

ANNEX-1 General Layout of Shore facility.....

ANNEX-2 Photo of General Appearance of Shore facility.....

ANNEX-3 Emergency Contacts and Contact Information.....

ANNEX-4 General Layout Plan of Fields that Dangerous Goods Handled.....

ANNEX-5 Fire Plan of Field that Dangerous Goods Handled.....

ANNEX-6 General Fire Plan of Facility .....

ANNEX-7 Emergency Action Plan .....

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>5</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

ANNEX-8 Emergency Meeting Point Plan.....

ANNEX-9 Emergency Management Plan.....

ANNEX-10 Dangerous Goods Manual .....

ANNEX-11 Leakage Areas, Equipment, Entrance/Exit Drawings for CTU and Packages.....

ANNEX-12 Inventory of Port Service Ships.....

ANNEX-13 Port Authority Administrative Boundaries, Anchoring Locations and Harbor Pilot Marine coordinates of Landing/boarding points .....

ANNEX-14 Emergency Response Equipment against Marine Pollution in Port facility.....

ANNEX-15 Personal Protective Equipment (PPE) Use Map.....

ANNEX-16 Notification Form for Dangerous Goods Incident .....

ANNEX-17 Notification Form for Control Results of Dangerous Goods Cargo Transport Units (CTU) .....

ANNEX-18 Multimodal Dangerous Goods Form .....

ANNEX-19 Procedures for handling dangerous liquid bulk .....

ANNEX-20 Procedures for handling dangerous solid bulk cargoes .....

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>6</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

## 1. INTRODUCTION

When the dangerous goods are handled or stored in entrance of port and port areas, general safety and security must be provided, the goods must be surrounded, all safety measures must be taken for all people in or near port area and the environment must be protected, all these must be controlled.

### 1.1 General information of facility

#### FACILITY INFORMATION FORM

1	Name/title of facility operator	ETİBAKIR AŞ.		
2	Contact Information of facility operator (address, phone, fax, e-mail and web page)	Mustafa BAŞ 0 542 567 59 62 TEL : 03667512060 FAKS : 03667512038 mustafa.bas@etibakir.com.tr		
3	Name of facility	ETİ BAKIR İNEBOLU PORT FACILITY		
4	Province of the facility	KASTAMONU		
5	Contact Information of facility (address, phone, fax, e-mail and web page)	Camikebir Mah. Zafer Yolu Cad. No: 1 İnebolu/KASTAMONU Tel: 0 366 811 34 67 Fax:0 366 811 40 73 <a href="mailto:inebolu.liman@etibakir.com.tr">inebolu.liman@etibakir.com.tr</a> <a href="http://www.ineboluliman.com">www.ineboluliman.com</a>		
6	Geographical area of facility	Black Sea		
7	Port Authority of facility and contact details	İnebolu Port Authority Phone : 0 366 811 40 16 Fax : 0 366 811 59 66 <a href="mailto:inebolu.liman@uab.gov.tr">inebolu.liman@uab.gov.tr</a>		
8	Mayor ship of facility and contact details	İnebolu Municipality Phone : 0 366 811 25 14/0 366 811 45 00 Fax : 0 366 811 24 70 info@inebolu.bel.tr		
9	Free Zone or Organized Industrial Zone of facility	---		
10	Validity date of shore facility Operating Permit/Provisional Operating Permit	21/07/2026		
11	Facility operating status (X)	Own load and add.third party (X)	Own load (...)	Third part (...)

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>7</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

12	Name and surname of facility responsible person, contact information (phone, fax, e-mail)	ENGİN SEVER Tel : 0542 212 82 03 <a href="mailto:engin.sever@etibakir.com.tr">engin.sever@etibakir.com.tr</a>
13	Name and surname of responsible person for dangerous goods operation of facility, contact information (phone, fax, e-mail)	ENGİN SEVER Tel : 0542 212 82 03 <a href="mailto:engin.sever@etibakir.com.tr">engin.sever@etibakir.com.tr</a>
14	Name and surname of Dangerous Goods Safety Advisor of Facility, contact information (phone, fax, e-mail)	Orkun DÖKENER 0 533 3578055 <a href="mailto:orkund@sttmqd.com">orkund@sttmqd.com</a>
15	Marine coordinates of facility	41° 51' 43" N 33° 46' 06" E
16	Type of dangerous goods handled in facility (goods under MARPOL Annex-1, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code and asphalt/bitumen and scrap goods)	IBC CODE UN 1230 METHANOL IMSBC CODE
17	Dangerous cargoes handled at the facility (Loads other than the IMDG Code from the types of cargo in Article 16 will be written separately. Additional cargo request will be forwarded to the port authority with Annex-1 form. Will be added to TYER when deemed appropriate)	IBC CODE (METHANOL) IMSBC CODE (COAL)
18	Subject to IMDG Code, classes for handled cargo	---
19	IMSBC Code-based, groups in the characteristic table for handled loads	GROUP A[Copper Ore Concentrate] GROUP C [Pyrite (containing Copper and Iron)] GROUP B ( ve A) (Coal) MHB ID No:
20	Types of Ship berthing to facility	General Cargo Ship, Bulk Cargo, Ro-Ro Ship, Container Ship, Chemical Tanker
21	Facility's distance to main road (kilometer)	0 Km.
22	Facility's distance to railway (km) or railway connection (Yes/No)	195 km
23	Facility's distance to closest airport (km) and its name	106 Km.
24	Goods handling capacity of facility	600.000 Tons/year

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>8</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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	(Ton/Year; TEU/Year; Vehicle/Year)				
25	Scrap handling made/not made in facility	No			
26	Is there border crossing (Yes/No)	Yes			
27	Is there a bonded areas?(Yes/No)	Yes			
28	Goods Handling equipment and capacity	- SSG (Ship to Shore Gantry) Lifting/Loading-Unloading Capacity:500 t/h Number:1 Model Year:1986 - Paletli Senneboigen 10 ton 2015 model - Lastikli Senneboigen 5 ton 2023 model			
29	Storage tank capacity (m <sup>3</sup> )	(2X2.250) total 4.500 m3			
30	Open storage area (m <sup>2</sup> )	None			
31	Semi-closed storage area (m <sup>2</sup> )	None			
32	Closed storage area (m <sup>2</sup> )	None			
33	Determined fumigation and/or decontamination from fumigation area (m <sup>2</sup> )	None			
34	Name/title of pilotage and towage service provider, contact information	ETİ BAKIR İNEBOLU PORT FACILITY ENGIN SEVER Phone : 0542 212 82 03 <a href="mailto:engin.sever@etibakir.com.tr">engin.sever@etibakir.com.tr</a>			
35	Have Security Plan was created? (Yes No)	Yes			
36	Capacity of Waste Acceptance Facility (This part will be issued separately according to the waste accepted by facility)	Waste Type	Capacity (m3)		
		Slop			
		Slaç	18		
		Sintine	24		
		Waste Oil	3		
		Pis su	32		
		garbage	7		
37	FEATURES OF DOCK/PIER ETC. AREAS				
Dock/Pier No	Boy (Metre)	In (Meter)	Maximum water depth (Meter)	Minimum water depth (Meter)	Largest ship tonnage and length to berth (DWT-GT/Meter)
1		10			
2	90	20	5,7	4,5	2000
3	200	100	6,4	6,0	6000
4	200	150	7,5	7,5	10000
	200		7,7	7,7	10000
Boru hattının adı (Tesiste mevcutsa)	Number (pieces)	Length (Meters)	Diameter (Inches)	Name of the pipeline (If available at the plant)	Number (pieces)
METANOL	1	20	6''	METANOL	1

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>9</b>

**TEHLİKELİ YÜK ELLEÇLEME REHBERİ**

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**1.2 Loading/discharge, handling and storage procedures of dangerous goods handled and temporarily stored in shore facilities**

Port in Class 1 explosives with class 7 radioactive hazardous cargo handling, storage, stacking is done. Port also outside the scope of the permit to operate is made of cast coastal dock loading or unloading of oil and oil products.

The Handling Procedure of Dangerous Liquid Bulk Cargoes Handled in our Facility is as in ANNEX-19.

The Procedure for Operation of Solid Bulk Cargo Handling for Dangerous Solid Bulk Cargoes planned to be handled in our facility is as in ANNEX-20.

**1.2.1 Coastal Handled be done in our facility is Dangerous :**

It is as follows.


UN	NAME AND DESCRIPTION	CLASS	PACKING	TK
UN 1230	METHANOL	3	II	336
MHB	COAL			

**1.2.2 Loading/Discharging Procedure for Dangerous Goods handled and Temporarily Stored :**

**1.2.2.1 Procedure to ship shipment reserve tank :**

- Methanol ship evacuation time with the amount of methanol required to apply in writing to the civil authorities are notified before 1 day before approaching the port.
- The evacuation came from foreign material to be completed and customs procedures, do not start to evacuate before discharge permit.
- Before starting evacuation of the technical staff, methanol discharge line and drain line leak checks of the fire extinguishing system and works control system grounding lines completed form is kept ready.
- Employees are provided with wear personal protective equipment, do not start work without being informed on the issues by the use of Personal Protective Equipment Usage instructions.
- Ship No. 2 outlet pipe after the ship berthing facilities connected to the input of the drain pipe with reksibl. Filling of methanol tanker operation is started after the seal.
- By the end of methanol remaining in the discharge air feeding pump in the drain line under evacuation by ship lines are completely emptied.

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>10</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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### **1.2.2.2 Evacuation Procedure to tankers from the reserve tank :**

- The installation will be done to install tools are not suitable for loading hazardous materials. Preliminary runs of the rear signal and lighting are controlled whether or not the case. Improper tools can not load without eliminating the glitch.
- The speed limit in the harbor of vehicles 20 km / h
- The filling point of the vehicle is provided to enter properly.
- All studies applied Occupational Health and Safety rules.
- The feature is provided by the Hazardous Substances duly Additional protective equipment to be worn.

### **1.2.3 Handling and temporary storage of dangerous goods Handling Procedures Related to :**

- Handling time of dangerous goods in the facility,
- Obligation for wearing protective clothing and the features of these clothing,
- Response opportunities and risks that may occur during Emergency Response situation (Fire and Spilling),
  - Issues such as special measures mentioned about the cargo, should be taken or not, shall be decided and emergency response procedures are taken into account according to the facility potential by using equipment and clothings stated during handling in order to respond immediately.


#### **1.2.3.1 Points to consider while handling UN 1230 ;**

- Use personal protective equipment.
- Avoid contact with eyes and clothing.
- Do not inhale the spray mist or vapor.
- Do not use sharp objects or creating light-induced spark to burn any material contaminated with this material or cut.
- Make sure all equipment is electrically grounded before beginning transfer operations.
- Do not smoke.
- Make sure you have good ventilation.
- Use only explosion-proof equipment.

#### **1.2.3.2 Coal ;**

Coal (bituminous and anthracite) is a natural, solid, combustible material that comes into contact with amorphous carbon and hydrocarbons.

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>11</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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Coals can remove methane, which is a flammable gas. Mixtures of methane / air containing between 5% and 16% methane are explosive, sparks or open flames, such as electrical or abrasive sparks, matchsticking or cigarette burning, may be sufficient for an explosion. Methane is airborne and therefore accumulates at high points in load volumes or other enclosed volumes. If the load volumes are not very tightly closed, the closed spaces adjacent to the load volume may have methane leaks.

Coals can be oxidized, causing oxygen in the load volume to be consumed and increasing concentrations of carbon dioxide or carbon monoxide. Carbon monoxide is a slightly lighter odorless gas that is flammable with air at 12 to 75% by volume. Toxic in case of inhalation, the blood hemoglobin is 200 times more bound than oxygen.

Some coals may self-heat up in the load volume and self-heating may cause self-ignition. A variety of flammable and toxic gases, including carbon monoxide, may emerge.

Some coals may enter the reaction with the water, leading to the release of acids which can cause corrosion. A variety of flammable and toxic gases, including hydrogen, may arise. Hydrogen is an odorless gas, amenable to air and flammable with air from 4% to 75% by volume.

<b>SLIP ANGLE</b>	<b>BULK DENSITY (kg/m<sup>3</sup>)</b>	<b>STATISTICAL FACTOR (m<sup>3</sup>/t)</b>
It is invalid	654-1256	0.79-1.53
<b>MATERIAL DIMENSIONS</b>	<b>Grade</b>	<b>GROUP</b>
50 mm. It can go up	MHB	B ( ve A)

**1.2.3.2.1 Hazards:**

Coal can form flammable atmospheres, can become self-heating, cause oxygen depletion, metal structures can cause corrosion. Liquefaction may occur in coal loads if 75% or more of the particles smaller than 5 mm are present.

**1.2.3.2.2 Stacking and Sorting Conditions:**

We do not store more than one dangerous solid bulk load at our port facility that would create the same stacking and sorting conditions.

**1.2.3.2.3 Precautions against ventilation conditions:**

Dangerous Solid Bulk Cargoes that require ventilation requirements at our port facility are not handled or stored.

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>12</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**1.2.3.2.4 Measures:**

In the event of a fire, the measures referred to in Article 8 of this document shall be applied.

**1.2.4 Storage Procedures for Handling Hazardous Loads at our Facility:**

UN 1230 METHANOL coming by sea to our facility is stored in 2 reserve tanks and the storage procedure is in the "Methanol Discharge Storage and Use Instruction" with the document code 150-TL-523.

Coal planned to come to our facility by sea route will not be stored and it is planned to be handled as a supermarket.

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## **2. RESPONSIBILITIES**

All measures for safe and secure transport without any harm to environment, preventing accidents and reduce the damage all the way when the accident happens will be taken in our facility, the responsible authorities for these and their responsibilities are as follows.

### **2.1 Responsibilities of those responsible for goods:**

**2.1.1** Preparing all required document, information and papers related to dangerous goods or making them prepared, providing these documents keeping together with the goods during the carrying procedure.

**2.1.2** Providing classification, identification, packaging, signing, labelling and placarding of the dangerous goods in accordance with the legislation.

**2.1.3** Providing loading, stowing, securing, transporting and discharging the dangerous goods in approved package, container and cargo transport units in accordance with the rules.

**2.1.4** Providing the training the related personnel about risks, security measures, safe operation, emergency measures, safety and similar issues of dangerous goods transported by sea and recording these trainings.

**2.1.5** Providing taking required safety measures for dangerous goods that are against rules, insecure or having risk against people or environment.

**2.1.6** Providing required information and support to the relevant people in case of emergency or accident.

**2.1.7** Informing the administration about accidents of dangerous goods that happened in responsible area.

**2.1.8** Providing the information and documents requested in the controls by public authorities and providing necessary cooperation.

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### 2.2 Responsibilities of shore facility operator:

**2.2.1** Providing the ships berthing and mooring in appropriate sheltered, safely condition.

**2.2.2** Providing entrance-exit system between ship and shore appropriately and secured.

**2.2.3** Providing training to the people in charge of loading, discharging and handling of dangerous goods.

**2.2.4** Providing the dangerous goods to be transported, handled, segregated, stowed, waited temporarily and inspected by personnel who is qualified, trained and take the occupational safety measures, in safe condition in accordance with the rules.

**2.2.5** Requesting all required document, information and papers related to dangerous goods from those responsible for goods and providing them accompanying with the goods.

**2.2.6** Keeping the updated list of dangerous goods in operating field.

**2.2.7** Providing the training to the operating personnel about risks, security measures, safe operation, emergency measures, safety and similar issues of dangerous goods handled and recording these trainings.

**2.2.8** Controlling the documents in order to confirm that dangerous goods are entered to the facility, are identified, classified, certificated, packed, labeled, declared, loaded to the approved and appropriate packages, container and cargo transport unit in safe condition, and transported according to the procedure.

**2.2.9** Taking required safety measures for dangerous goods that are against rules, insecure or having risk against people or environment and informing the port authority.

**2.2.10** Providing making arrangement for emergencies and informing related people.

**2.2.11** Informing the port authority about accidents of dangerous goods that happened in responsible area.

**2.2.12** Providing the information and documents requested in the controls by public authorities and providing required cooperation.

**2.2.13** Making the activities related to dangerous goods in berths, jetty, storages, warehouses which are designated for these activities.

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**2.2.14** Providing the transportation of the dangerous goods which are not suitable or not allowed for temporarily waiting in operating field, to the out of shore facility as soon as possible without waiting.

**2.2.15** Disallowing berthing to jetty or berth for the ship and sea vehicles transporting dangerous goods which do not have port authority's permission.

**2.2.16** Providing an appropriate storage field for containers of dangerous goods in accordance with segregation and stowing rules, taking required measures for fire, environment and other safety issues in this field. Taking required measures for other risks especially temperature in hot weather during loading, discharging, transshipping dangerous goods to ship or sea vehicle and people who carried out loading, discharging and transshipping together with people in charge of ship. Keeping the flammable goods away from spark-producing operations, not activating tools or vehicles which produce spark in dangerous goods handling field.

**2.2.17** Preparing a emergency evacuation plan for evacuation of ship and sea vehicles from shore facilities in emergencies.

### **2.3 Responsibilities of Ship Master:**

**2.3.1** Providing equipment and devices of the ship to be in compliance with dangerous goods transport.

**2.3.2** Requesting all required document, information and paper of dangerous goods from shore facility and those responsible for goods, providing to accompany the dangerous goods.

**2.3.3** Providing full implementation and proceeding of safety measures for loading, stowing, segregation, transporting and discharging of dangerous goods aboard ship and making required inspection and controls .

**2.3.4** Controlling the dangerous goods, entered to the ship, for identification, classification, certification, packaging, marking, labeling, declaring, loading to approved and appropriate packages, container and cargo transport units in a safe condition and transporting in accordance with the procedure.

**2.3.5** Providing all ship personnel information and training for risks, safety measures, safe operating, emergency measures and similar issues related to dangerous goods transported, loaded, discharged.

**2.3.6** Providing the people who take qualified and required trainings about loading, transporting, discharging and handling of dangerous goods, to operate as taking the occupational safety measures.

**2.3.7** Not going out, anchoring of the field designated for him, not berthing to jetty or berth without the permission of port authority .

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**2.3.8** Applying all rules and measures during sailing, maneuvering, anchoring, berthing and departing for transportation of the dangerous goods in safe condition.

**2.3.9** Providing safe entry and exit between ship and berth.

**2.3.10** Informing the personnel about application, safety measures, emergency measures and response methods about dangerous goods.

**2.3.11** Keeping the updated list of all dangerous goods aboard ship and informing the relevant authorities.

**2.3.12** Taking required safety measures for dangerous goods that are against rules, insecure or having risk against ship, people or environment and informing the port authority.

**2.3.13** Informing the accidents of dangerous goods aboard ship to the port authority.

**2.3.14** Providing required support and cooperation in the controls by the public authorities.

### **2.4 Responsibilities of Dangerous Goods Safety Advisor:**

**2.4.1** Monitoring compliance with requirements about carriage of dangerous goods.

**2.4.2** Offering suggestions to shore facility about carriage of dangerous goods.

**2.4.3** Preparing an annual report to shore facility about the activities of shore facility operator for carriage of dangerous goods. (Annual reports are kept for 5 years, submitted to the authorities on request.)

**2.4.4** Controlling the following application and methods;

- Controlling of identifying appropriately, using the proper shipping name of dangerous goods, certificating, packing/packaging, labelling and declaring of dangerous goods, loading and transporting to the approved and appropriate packs, container and cargo transport units in a safe condition , and procedures for reporting control results.
- Procedure for loading/discharge of dangerous goods handled and stored temporarily,

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- Whether taking into consideration of special requirements of shore facility about dangerous goods while buying the transport vehicles regarding to handled dangerous goods,
- Control methods of equipment used for transporting, loading and discharging the dangerous goods,
- Whether the shore facility personnel take appropriate training including the amendments in legislation, and whether the records are kept or not
- Compliance of emergency methods applied in case of an accident or incident that affects safety during transporting, loading or discharging dangerous goods,
- Compliance of reports prepared for serious accidents, incidents or serious violations occurred during transporting, loading or discharging dangerous goods,
- Determination of required measures against repetition of accidents, incident or serious violation and evaluation of the implementation,
- To what extent, considering rules about selection of subcontractors or third parties and dangerous goods transportation,
- Determination whether the employee working in transporting, handling, storing and loading/discharging of dangerous goods, have detailed information about operational procedures and instruction.
- Compliance of measures taken to be prepared for risks during transporting, handling, storing and loading/discharging of dangerous goods.
- Procedures for what the required document, information and papers related to dangerous goods.
- Procedures about berthing, mooring to shore facility, loading/discharging, harbouring or anchoring for ships transporting dangerous goods at night and day.

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- Procedures about additional measures for loading, discharging and transshipment according to seasonal conditions.
- Procedures about fumigation, gas measuring and degassing, Procedures keeping records and statistics of dangerous goods.
- Accuracy of information about ability, capacity and capability of shore facility for emergency response.
- Compliance of regulations for first response to the accidents involving dangerous goods.
- Procedures for handling and disposal of the damaged dangerous goods, wastes contaminated with dangerous goods.
- Information about personal protective clothing and procedures for using them.

### **2.5 Responsibilities of third party, cargo/ship agency, etc. engaged in shore facility**

**2.5.1** Providing the training stated in 27.03.2013 dated and 79462207/315 numbered notice of administration, to the personnel in shore facility.

**2.5.2** Complying with the requirements of IMDG Code in shore facility.

**2.5.3** Complying with Dangerous Goods Guide and the procedures related to Dangerous Goods issued by shore facility.

**2.5.4** Reporting to the facility authorities when determining any nonconformity about handling, transporting and storing dangerous goods in shore facility.

**2.5.5** Sending shore facility operator and Administration, the form (MSDS) which is an important part for eliminating the risks against Worker's Health and Occupational Safety and prepared to inform the user accurately and sufficiently and involves danger and risks about dangerous goods during using and storing dangerous goods.

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### **3. RULES TO BE FOLLOWED/APPLIED AND MEASURES TO BE TAKEN BY SHORE FACILITY:**

#### **3.1 Rules to be followed by Shore Facility Operators:**

Shore facility operator having Dangerous Goods Compliance Certificate shall follow the following rules.

- 3.1.1** Shore facility operators should provide transportation of the dangerous goods out of the facility as soon as possible without waiting in port field, if the goods cannot be stored in the field they are discharged in berth or jetty.
- 3.1.2** Dangerous goods should be packed properly and involve information regarding definition of dangerous goods, risk and safety measures on the packages.
- 3.1.3** Shore facility personnel, seamen and other responsible people for goods should wear protective clothing suitable for physical and chemical features of goods during loading, discharging and storing.
- 3.1.4** People who fight against fire in handling field of dangerous goods are equipped with fireman's outfit, having fire extinguisher, first aid units and tools ready to be used at any moment.
- 3.1.5** Shore facility operators prepare emergency evacuation plan for evacuation of ship and sea vehicles from shore facility in emergencies, submit to port authority for approval.
- 3.1.6** Shore facility operators are responsible to take fire, safety and security measures.
- 3.1.7** Shore facility operators announce issues stated in this article after taking approval from port authority to the people engaged in.
- 3.1.8** The inspection of the article provisions is made by port authority, if any noncompliance is found, handling is stopped, elimination of noncompliance is tried to be achieved.
- 3.1.9** Personnel who do not have required training and certificates according to Training and Authorization Regulation published in 11/2/2012 dated and 28201 numbered Official Gazette, under International Maritime Dangerous Goods are not allowed to work in dangerous goods handling and enter the fields of these operations.

#### **3.2 Measures to be taken by Shore facility Operators:**

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The measures taken in our facility according to rules stated in Article 12 of "Regulations on Maritime Dangerous Goods Transportation" and Article 19 of "Port Regulations" mentioned by Administration are as follows.

### 3.2.1 Berths, jetty, storages and warehouses designated for explosive, combustible, flammable and other dangerous goods:

#### 3.2.1.1 Berths and jetty designated for loading and discharging the ships which transport dangerous goods:

Our factory is just on the pier shore pier made from No. 2 features are as follows.

Piers / Pier No.	Height (meters)	Width (meters))	Maximum water depth (meters)	Minimum water depth (meters)	Largest Tonnage and Length to be berthed (DWT)
2	200	30	5,7	7	6000

Plant acceptance of our ships is done only during the day.

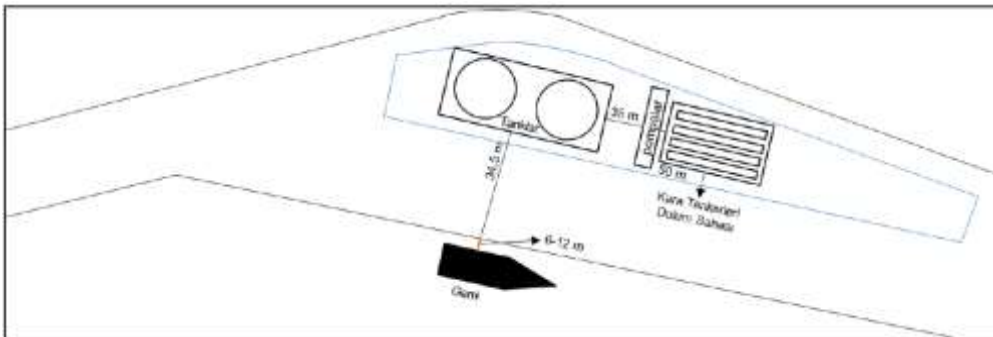
#### 3.2.1.2 Storages and Warehouses designated for Dangerous Goods :

Coast facility, 2 pieces are stored in the reserve tank with a capacity of 2250 cubic meters.

### 3.2.2 Equipment and Installations of Dangerous Goods Handling:

Filling only methanol and methanol storage tanks on board the evacuation of the facility are carried out. Ship tank filling mouth 6 "pipeline with methanol in the filling area is being evacuated from the tank 6" pipeline is communicated with methanol.

Filling in the field, the road tanker 3 "is done with filling pipelines.



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### **3.2.3 Dangerous substances, scaffolds or storage area where unloading operations will be not be achieved at the dock.**

The port facility is planned to handle solid bulk cargo as a cargo supporter. Methanol from liquid bulk cargo is first discharged to tanks and then to land tankers.

### **3.2.4 Information regarding packs and packages of dangerous goods, risks and safety measures:**

Port our facility are done packing.

### **3.2.5 Protective clothing of shore facility personnel in charge of handling dangerous goods, seamen and other authorized people for goods during loading, discharging and storing :**

- Work clothing
- Work footwear (steel toe / normal / electrician)
- Eyeglasses
- Gloves
- Headphone
- Earplug
- Dust mask
- Gasmask
- Helmet
- Laboratory gloves
- Raincoat
- Dust filter
- Dust bag
- Gas filter
- Chemical overalls

### **3.2.6 Teams in charge of fighting against fire during handling dangerous goods; equipment, fire extinguishing system and first aid units of the teams:**

List of people in charge of fighting against fire in our shore facility and their duties, fire extinguishing systems and first aid teams and duties of the team are the same as "Emergency Action Plan".

Fire-fighting team in our shore facility is equipped with fire-fighting equipment, having fire- extinguishing and first aid units ready to use at any moment.

Information about fire protection system in our shore facility is the same as in Article 8.10,8.11.8.12 of Dangerous Goods Guide.

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### **3.2.7 Shore facility operators, preparing emergency evacuation plan for evacuation of ship and sea vehicles from shore facility in emergency:**

Not available in our facility.

### **3.2.8 Coast to be taken by plant operators, fire, issues related to security and safety measures:**

Our facility measures taken in relation to the fire is the same as "Emergency Action Plan".

The security-related measures in our facility are similar to those in the "Port Facility Security Plan" prepared under the ISPS Code.

Issues related to our facility security measures taken "Dangerous Book" is the same as in Article 9.

### **3.2.9 Required training and certificates according to Training and Authorization Regulation under International Maritime Dangerous Goods published in 11/2/2012 dated and 28201 numbered Official Gazette:**

Personnel involved in the hazardous cargo handling operation are subject to the "General Awareness Training, Mission-Oriented Trainings" and are certified according to the subject matter regulation.

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## **4. CLASSES, TRANSPORTATION, LOADING/DISCHARGING, HANDLING, SEGREGATION, STOWING AND STORAGE OF DANGEROUS GOODS**

### **4.1 Classes of Dangerous Goods:**

The information we need about dangerous materials handled in our port is as follows.

UN	NAME AND DESCRIPTION (PSN)	CLASS	PACKING GROUP	PACKING INSTRUCTIONS	TANK INSTRUCTIONS	TRANSPORT CATEGORY	DANGER DEFINITION (HIN)
MHB	COAL						
UN 1230	METHANOL	3	III				336

### **4.2 Packages and Packaging of Hazardous Materials:**

There is no packing and packaging of dangerous goods subject to IMDG Code and IMSBC Code provisions.

### **4.3 Plates, Plates, Marks Related to Hazardous Materials :**

There is no labeling, marking or labeling of dangerous cargoes handled in our port.

### **4.4 Signs and Packing Groups of Dangerous Goods :**

Dangerous Loads handled in our Port Facility are not marked and packed.

### **4.5 Ship and Port Breakdown Tables by Classes of Hazardous Materials:**

In the presence of dangerous substances that are subject to IMDG CODE regulations, storage is made for Methanol. Decomposition provisions are as follows.

### **4.6 Segregation Distance of Dangerous Goods in Shed storages and segregation terms.**

Segregation table taking into account for shed storage of dangerous goods handled in shore facility is as follows.

### **4.7 Dangerous Goods Documents:**


This part is examined in Article 7 of Documentation Chapter.

## **5. MANUAL FOR DANGEROUS CARGOES HANDLED ON SHORE FACILITY**

Port facility which carries out loading/discharge, handling and temporarily storing of dangerous goods, contributes to make the activities in a safe condition;

- Dangerous goods classes,
- Dangerous goods packages,
- Packaging,
- Labels,
- Marking and packaging groups,
- Segregation tables for dangerous goods on board and port according to classes,
- Segregation distance of dangerous goods in sheds storages,
- Segregation terms,
- Dangerous goods documents,
- Dangerous goods emergency response action flowchart,

Are the same as in Dangerous Goods Manual Annex-10.

	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	25
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

## 6. OPERATIONAL ISSUES

### 6.1 Procedures for berthing, mooring, loading/discharging, harbouring or anchoring of ships transporting dangerous goods at night and day in a safe condition:

- Ships carrying dangerous, preferably during the day as specified in the Port Regulations, will be berthed to the pier.
- Positions of ship transporting dangerous goods must be considered, berthing must be planned after removal of ship in case of risk.
- In the event that practice of Master for mooring is deemed unsafe for port, it should be requested from Master to connect the ship by extra ropes.
- In case of unfavorable weather conditions, flows and winds create unsafe condition for loading/discharging, the activity must be stopped and the ships must be removed and taken to the anchorage.


### 6.2 Procedures for additional measures taken for loading, discharging and transshipment of dangerous goods according to seasonal conditions.

- Seasonal conditions must be considered for loading and discharging of the dangerous goods. Handling flammable, combustible, explosive goods should be postponed or stopped at extreme heat, extreme cold, extreme rainy and weather with unfavorable sight conditions, lighting and weather with electric power load.
- If loading/discharging in unfavorable conditions have to be continued or in mandatory conditions; fire, fire department, emergency response teams must be kept in order to response to unwanted conditions as soon as possible.
- In case of continuity of similar conditions, measures, such as the workers must be elected from the experienced ones, resting periods must be planned frequently in extremely hard working situation, increase the lighting, etc. must be provided.

### 6.3 Procedures for keeping away flammable, combustible and explosive materials from spark producing operations and procedures for not operating vehicles, equipment and tools capable of spark-production in area of dangerous goods handling, stowing and storing are made.

- In dangerous cargo fields, while handling dangerous goods, working with especially flammable, combustible and explosive ;
  - Not doing hot work (welding, cutting, etc), technical safety measures must be taken in case of mandatory cases,
  - Ex proof hand tools must be used,
  - Working with experienced personnel,

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>26</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

- Relevant units must be informed before work,
- Briefing will be given to the personnel working in the field,
- Especially in closed area of working, measurement of toxic, choking gases and sufficient oxygen must be done, the measurement device must be ready to use.
- Protective measures and equipment such as water curtain, protective separation, mechanical ventilation must be ready to use.
- The personnel working in Hot Work must wear necessary protective clothing and equipment, closed circuit breathing apparatus when required.
- Emergency team must be assigned to response as soon as possible in potentially undesirable situation in this kind of working.
- Also "Directive on Regulating Hazardous Substances Certificate of Conformity" ANNEX-10 should be the fulfillment of specified requirements.

## **7 DOCUMENTATION, CONTROL AND RECORD**

**7.1 Procedures related to all required documents, information and papers, their provision and control by the authorities.**


**7.1.1 The following documents related to Dangerous Goods are kept by Shore facility livingly.**

- SOLAS 1974
- IMDG CODE Volume 1, 2 and ANNEX Book
- IMSBC CODE, International Maritime Solid Bulk Cargoes Code
- International Agreement for Safety Container dated 1972 amended by CSC
- SSC Cargo Safety Connecting

**7.1.2 In order to handle the dangerous goods transported to facility in a safe condition and to take the required measures, Shore facility needs documents sent prior. The documents are as follows:**

- i. Dangerous Goods Transport Document
- ii. Documents Required aboard ship
- iii. Other required documents and information

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>27</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

#### **7.1.2.1 Dangerous Goods Transport Document:**

Transport documents prepared by shipper, shall include “Signed Certificate or Dangerous Goods Transport Document” indicating that the consignment to be transported is properly packaged, marked and labelled and in proper condition for carriage in accordance with the applicable regulations.

Ships and sea vehicles transporting dangerous goods should present transport document involving the detailed information about the goods at least twenty four hours before entering the port administrative field; if the ship’s and sea vehicle’s journey time till port field is less than 24 hours, they will present them after departing from shore facility, to the Port authority in written for by responsible.

Those responsible for goods is obliged to report to the shore facility at least 3 hours before dangerous goods transported by road and railway are entered to the facility.

In case of failure to comply with reporting obligation or reporting does not involve correct information, administrative procedures can be made against the person who reports and they could lose their berthing, departing, passing order, if any.

When the dangerous goods transport document is given to a carrier by EDP (electronic data processing) or EDI (electronic data interchange), the shipper shall be able to produce the information without delay as a paper document, with the information in the sequence required by this chapter.

Dangerous Goods Transport Document can be in any form providing involving all information stated in Division 5.4 of IMDG Code.


#### **7.1.2.2 Documentation required aboard the ship**

Each ship transporting dangerous goods and marine pollutants on board shall have a special list, manifest or stowage plan regarding names and locations of dangerous goods and marine pollutants. This special list and manifest are based on documents and certificates requested in IMDG Code.

A detailed stowage plan, which identifies by class and sets out the location of all dangerous goods and marine pollutants, may be used in place of such special list or manifest.

For consignments of dangerous goods, appropriate information shall be immediately available at all times for use in emergency response to accidents and incidents involving dangerous goods in transport. The information shall be available away from packages containing the dangerous goods and immediately accessible in the occurrence of an incident. Information used in emergency response will be in the following documents:

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>28</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

- In a special list, manifest or dangerous goods declaration;
- In a separate document such as a safety data sheet;
- In separate documents such as Medical First Aid Guide for Use in Accidents Involving Dangerous Goods (MFAG) and Emergency Response Procedures for Ships Carrying Dangerous Goods (ES Guide) for use in conjunction with the transport documents.

**7.1.2.3 Other required information and documents**

In certain circumstances, special certificates or other documents are required as follows:

- A weathering certificate; as required in some entries of the Dangerous Goods List;
- A certificate exempting a substance, material or article from provisions of the IMDG Code (such as, see individual entries such as charcoal, fishmeal, seedcake);
- For new self-reactive substances and organic peroxides or new formulation of currently assigned self-reactive substances and organic peroxides, a statement by the competent authority of the country of origin of the approved classification and conditions of transport.

**7.2 Procedures for proper and full keeping updated list of dangerous goods in shore facility area and other information:**


Port facility is obliged to submit the information about class, quantity, emergency response methods and locations of all dangerous goods in port facility, to the authorities upon request at any time.

Operation Department will keep the records involving the following information of the dangerous goods handled in our port.

- UN Number,
- PSN name ( Proper Shipping Name),
- Class, (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 with sub-dangers )
- Packing group (I; II; III)
- Marine Pollutant feature,
- Consignee,
- Shipper,
- Seal number,
- Additional Information (Ignition temperature, viscosity, etc. )
- Storage Location in Port Field
- Duration of stay in Port

This information is kept under computer or file as only reached by authorized personnel, shown upon request.

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>29</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

Port facility keeps the updated records of dangerous goods about class, quantity, which have been handled throughout the year by the port and notifies them to Port authority in 3 months period.

**7.3 Procedures for control of proper identification of dangerous goods in the facility, using proper shipping names, certificating, packaging/packed, labeling and declaring of dangerous goods, loading to approved package, container or good cargo transport unit in accordance with rules and transporting in a safe condition and reporting the results of control.**

Planning department checks the accuracy of the following information on dangerous goods documents issued by the shipper in coordination with operation about the dangerous goods to be received to port;

- UN Number,
- PSN name (Proper Shipping name),
- Class, (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 with sub-dangers)
- Packing Group ( I; II; III)
- Marine Pollutant feature,
- Container / packing number,
- Seal number,
- Additional information (Ignition temperature, viscosity, etc.)
- Storage Location in Port Field,
- Bulk Classification

This information is delivered to the tally clerk, Field Supervisors, Storage officers, HSE and to the staff who requires knowing the information, by sending upon terminals/documents, so the control of dangerous goods is provided.


In the event that information from operation conflicts with information of goods, operation shall be informed immediately, shipper is directed to confirm the information dangerous goods cargo/vehicle/container, correct the deficient and wrong label marks if any.

**7.4 Procedures for obtaining and keeping dangerous goods safety data sheet (SDS).**

Dangerous Goods Safety Information Form (SDS) involving the following information is required for dangerous goods transported by all modes of transportation (Road, rail, air and marine) according to our national law since 1 January 2014.

- UN number,
- PSN (Proper shipping name,) (required for marine transport. )
- Class, (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 with sub-dangers)
- Packing group (I; II; III)

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>30</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

- Marine pollutant feature,
- Tunnel Restriction Code (required for road transport. )
- Bulk Classification

In port, there is a check to control this document together with the dangerous goods to be received.

## **7.5 Procedures for keeping records and statistics of dangerous goods.**

ADMINISTRATION requests to give a report involving the information of dangerous goods, handled in our Port facility, to Port Authority in 3 month-periods. The example of the report issued by Operation Department is below. Statistical evaluation from records of dangerous goods handled in our port annually is prepared by trade, operation departments.

Monthly inventory and control reports of dangerous goods stored in the port are issued by operation department and submitted to the Management.

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

## **8 EMERGENCIES, PREPAREDNESS FOR EMERGENCİES AND RESPONSE**


### **8.1 Response procedure for dangerous goods that endangers/able to endanger life, property and/or environment and dangerous incidents involving dangerous goods:**

Dangerous goods received, handled, stored, loaded and discharged to shore facility, can create unique hazards such as explosion, fire, corrosion, poisoning, infectious diseases, radiation. Therefore there are emergency varieties of shore facility could face. In order to cope with these dangers, it's extremely important develop, announce and apply the Emergency Plan that's formed in cooperation with local emergency teams.

#### **8.1.1 The following issues required to be considered to form emergency strategy in shore facility.**

- Preventing accidents,
- Preparing Emergency Plan,
- Implementation and Exercise of Emergency Procedures,
- Checking emergency equipment regularly,
- Implementation of plan in occurrence of emergency,
- Analyzing and reporting the incident to prevent the repetition,

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>31</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

**8.1.2** Response procedure for dangerous goods that endangers/able to endanger life, property and/or environment and dangerous incidents involving dangerous goods in our facility:

Intervene in dangerous situations prepared by the facility will be conducted by the Emergency Action Plan.


**8.2 Information for possibility, capacity and capability of shore facility to response emergencies.**

**8.2.1** Possibility, capability and capacity of fire response :

- 1 Piece 500 m<sup>3</sup> water tank
- 1 Piece Electric Fire Pump (132 KW)
- 2 Piece Diesel Fire Pump
- 1 Piece Joker pump (11 KW)
- 1 Piece Foam Pump
- 2 Piece Foam Chamber
- 5 Piece Foam Monitor
- 1 Piece outfield Fire Hydrant
- 4 DEU trim Deluge Valve
- 3 Piece manual valve
- 4 Piece Temperature transmitter
- 2 Piece Flame detectors
- 4 Piece analog / digital Kontron's
- 1 Piece Fire Control Panel
- 1 Piece power supply kesitisiz
- 1 Piece generator
- 5 Piece Number 12 kilograms of foam
- 5 Piece Number 6 kg dry powder
- 4 x 5 kg. CO2 tube
- 2 Piece Moving Nep brand foam generator.
- 1 Piece Fire hydrant

**8.2.2** Possibility, capability and capacity against leakage and spillage are the same as in Annex 14.

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>32</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

**8.3 Regulations of first response for accidents involving dangerous goods.**

**8.3.1** Accidents, which are occurred by dangerous goods in our shore facility are, in form of Fire and Flow/Leakage/Spillage.

**8.3.2** The measures against fire which is occurred by dangerous goods are as follows:

- In case of fire which is occurred as a result of accident involving dangerous goods that are handled in port facility, Emergency Plan (EMS) annexed to IMDG Code shall be considered.

- Measures in emergency plan, which are taken for fire, are generally as follows.

- F-A(General Fire Plan)
- F-B(Explosive Substances and Articles)
- F-C(Non-Flammable Gases)
- F-D(Flammable Gases)
- F-E(Non-Water-Reactive Flammable Liquids)
- F-F(Temperature-Controlled Self-Reactives and Organic Peroxides)
- F-G(Water-Reactive Substances)
- F-H(Oxidizing Substances with Explosive Potential)
- F-I(Radioactive Material)
- F-J(Non-Temperature-Controlled Self-Reactives and Organic Peroxides)

- In case of accident involving goods handled in our shore facility and causing fire, the following should be considered from Annex Tables of IMDG Code.

UN	NAME AND DESCRIPTION	EMS (FIRE)
UN 1230	METHANOL	F-E

**8.3.3** The measures taken against flow/leakage/spillage which are occurred by dangerous goods are as follows:

- In case of flow/leakage/spillage which are occurred as a result of accident involving dangerous goods that are handled in port facility, Emergency Plan (EMS) annexed to IMDG Code shall be considered.

- Measures in emergency plan, which are taken for flow/leakage/spillage, are generally as follows:

- S-A(Toxic Substances)
- S-B(Corrosive Substances)
- S-C(Flammable, Corrosive Liquids)
- S-D(Flammable Liquids)
- S-E(Flammable Liquids, Floating On Water)

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>33</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

- S-F(Water-Soluble Marine Pollutants)
- S-G(Flammable Solids and Self-Reactive Substances)
- S-H(Flammable Solids “Molten Material”)
- S-I((Flammable Solids “Repacking Possible”)
- S-J(Wetted Explosives and Certain Self-Heating Substances)
- S-K(Temperature-Controlled Self-Reactive Substances)
- S-L(Spontaneously Combustible, Water-Reactive Substances)
- S-M(Hazard of Spontaneous Ignition)
- S-N(Substances Reacting Vigorously with Water)
- S-O(Substances Dangerous When Wet “Non-Collectable Articles”)
- S-P(Substances Dangerous When Wet “Collectable Articles”)
- S-Q(Oxidizing substances)
- S-R(Organic Peroxides)
- S-S(Radioactive Material)
- S-T(Dangerous Goods with Biohazard)
- S-U(Flammable, Toxic or Corrosive Gases)
- S-V(Non-Flammable, Non-Toxic Gases)
- S-W(Oxidizing Gases)
- S-Y(Explosive Chemicals)
- S-Z(Toxic Explosives)

• In case of accident involving goods handled in our shore facility causing flow/leakage/spillage, the following should be considered from Annex Tables of IMDG Code.

UN	NAME AND DESCRIPTION	EMS (YIELD / LEAK / SPILL)
UN 1230	METHANOL	S-D

**8.3.4** Medical first aid guide (MFAG) will be used for the accidents involving dangerous goods. Issues taken into consideration for use of this guide are stated below.

- In any case of exposure to dangerous goods, firstly emergency response will be applied.
- Medical first aid guide will be applied in 3 steps.

1.Step : Emergency Action and diagnosis      Start here!

**UNCONTROLLED**

	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	34
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

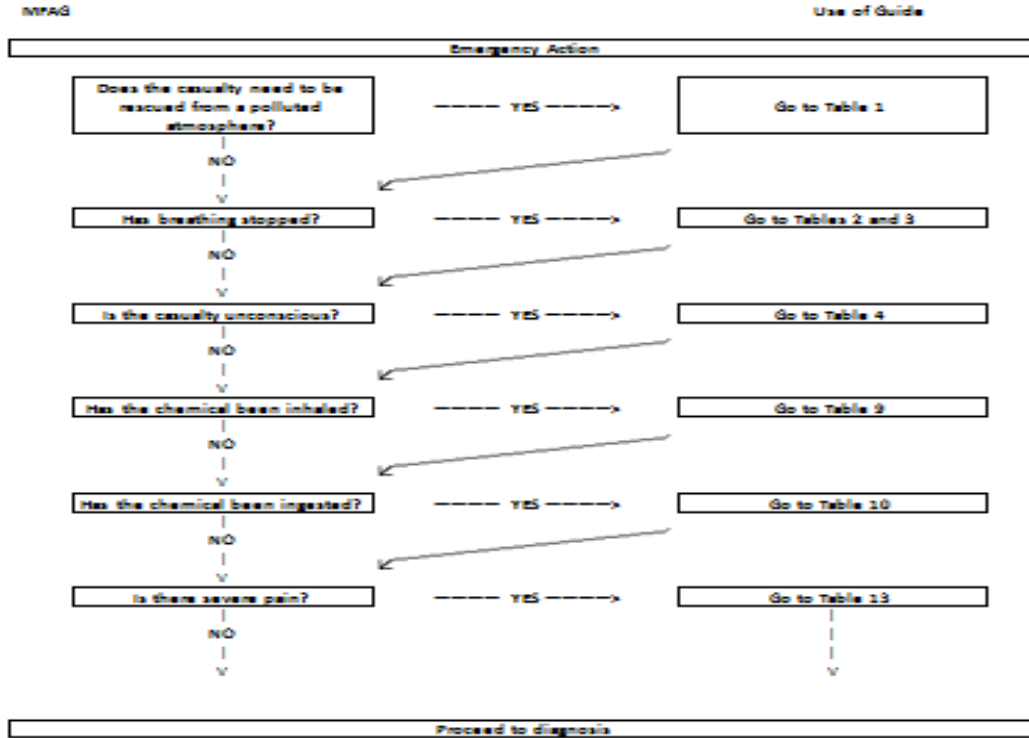
2.Step : Consider tables.

The tables give brief instructions for special circumstances.


3.Step : Consider appendices

The Appendices provide comprehensive information, medicines and chemicals that might be exposed.

**8.3.5** Use the following table while emergency action.



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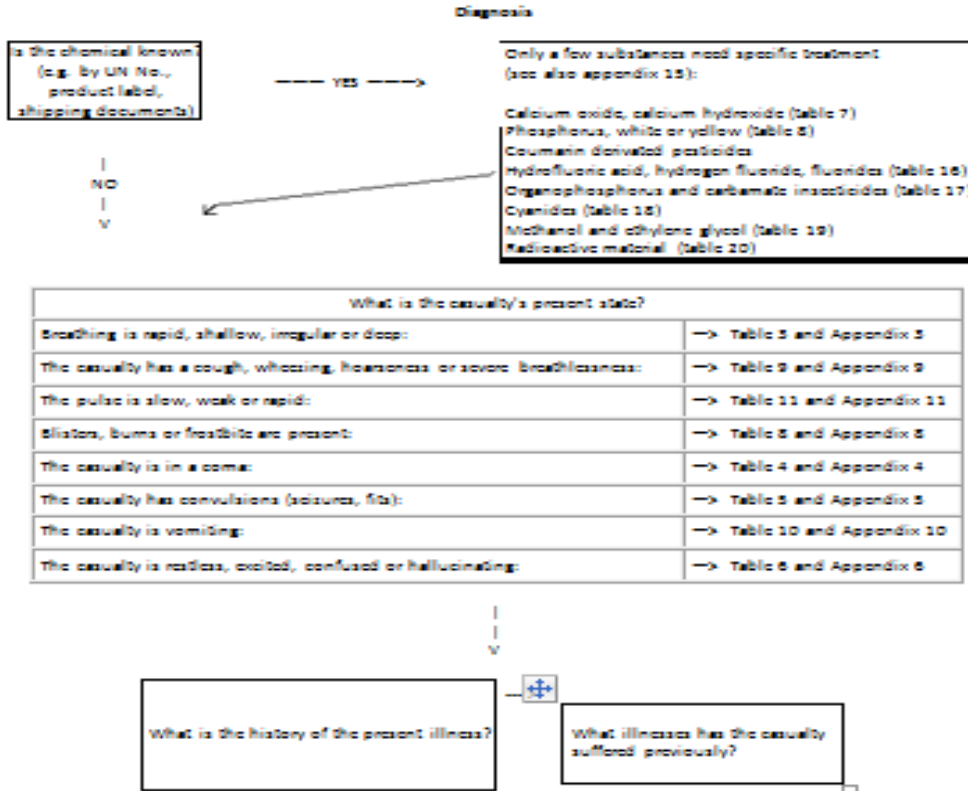
	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>35</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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#### 8.3.6 Use the following table for diagnosis.

MPAG


Use of Guide



#### 8.3.7 Tables involves special conditions for special conditions, the information for tables are as follows.

- Table 1 : Rescue
- Table 2 : Cardio-Pulmonary Resuscitation (CPR)
- Table 3 : Oxygen Administration and Controlled Ventilation
- Table 4 : Chemical-Induced Disturbances of Consciousness
- Table 5 : Chemical-Induced Convulsions
- Table 6 : Toxic Mental Confusion
- Table 7 : Eye Exposure to Chemicals
- Table 8 : Skin Exposure to Chemicals
- Table 9 : Inhalation of Chemicals
- Table 10: Ingestion of Chemicals
- Table 11: Shock
- Table 12: Acute Kidney Failure
- Table 13: Pain Relief
- Table 14: Chemical-Induced Bleeding
- Table 15: Chemical-Induced Jaundice
- Table 16: Hydrofluoric Acid and Hydrogen Fluoride

### UNCONTROLLED

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>36</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

Table 17: Organophosphate and Carbamate Insecticides

Table 18: Cyanides

Table 19: Methanol and Ethylene Glycol

Table 20: Radioactive Material

**8.3.8** The Appendices provide comprehensive information, medicines and chemicals that might be exposed. Information on appendices are as follows.

Appendix 1 : Rescue

Appendix 2 : Cardio-Pulmonary Resuscitation (CPR)

Appendix 3 : Oxygen Administration and Controlled Ventilation

Appendix 4 : Chemical-Induced Disturbances of Consciousness

Appendix 5 : Chemical-Induced Convulsions

Appendix 6 : Toxic Mental Confusion

Appendix 7 : Eye Exposure to Chemicals

Appendix 8 : Skin Exposure to Chemicals

Appendix 9 : Inhalation of Chemicals

Appendix 10: Ingestion of Chemicals

Appendix 11: Shock

Appendix 12: Acute Kidney Failure

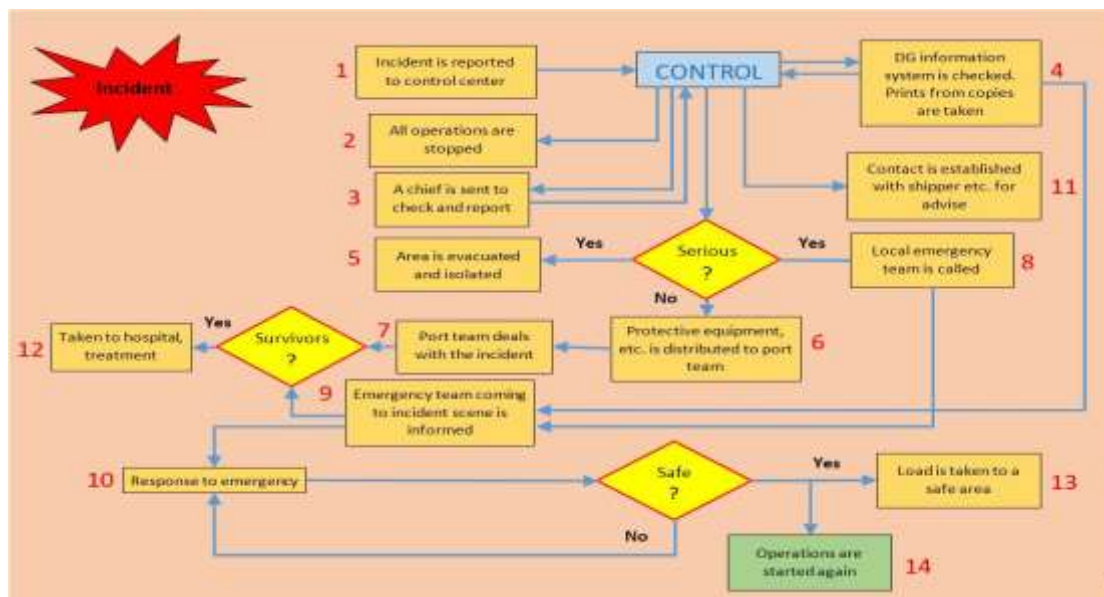
Appendix 13: Pain Relief

Appendix 14: List of Medicine and Equipment


Appendix 15: List of Materials

**8.4 Notification to be made inside and outside of facility in emergencies.**

**8.4.1** Flowchart for notification to be made in emergencies are as follows.



**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>37</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

**8.4.2** Our facility issues that need to be done in emergency situations

It is like the Emergency Plan.

### **8.5 Procedures for reporting accidents.**

Accidents/incident involving dangerous goods, which occurred in our facility, shall be reported to Port authority no later than 3 hours after incident by VHF radio or other communication tools primarily. After this notification, a written report involving statements about accident/incident shall be sent to port authority within 24 hours.

### **8.6 Coordination, support and cooperation method with public authorities.**

Coordination, support and cooperation method with public authorities is the same as in Emergency Action Plan.

### **8.7 Emergency evacuation plan for ship and sea vehicles from shore facility in emergencies.**

Our Facility does not have "Procedures for Separation of Ports in Emergency".

### **8.8 Procedures for handling of damaged dangerous goods and wastes contaminated by dangerous goods and disposal of them.**

Our facility being handled for UN 1230 Methanol "Material Safety Data Sheet (MSDS)," according to the damaged loads of hazardous wastes contaminated with dangerous cargoes will be handled in compliance with the instructions provided for and disposal.

**UNCONTROLLED**

	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	38
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				


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## **8.9 Emergency drills and their records:**

**8.9.1** Training required to be taken by people in charge of dangerous goods operations will be implemented as indicated below.

- ***Each person engaged in transport or handling of dangerous goods should take training for transport or handling of dangerous cargo in a safe condition commensurate with their responsibilities.***
- ***Shore-based personnel, should take training general awareness/familiarization training, function-specific training and safety training. These people could be stated as follows:***
  - *Classifying the dangerous goods and identifying the Proper Shipping Names of Dangerous goods;*
  - *Packing the dangerous goods ;*
  - *Marking or labelling the dangerous goods;*
  - *Opening/closing the packages of cargo transport units;*
  - *Preparing transport documents for the dangerous goods;*
  - *Offering the dangerous goods for transport;*
  - *Receiving or taking the dangerous goods for transport;*
  - *Handling the dangerous goods on transport;*
  - *Preparing the plans for loading/stowage the dangerous goods;*
  - *Loading/discharging the dangerous goods into/from ships;*
  - *Carrying the dangerous goods in transport;*
  - *Inactivating the cargo storages;*
  - *Measuring the cargo storage and taking samples;*

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>39</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

- Washing the cargo storages in accordance with approved procedures and regulations;
- Enforcing, surveying or inspecting legal requirements, rules and the compliance with regulations
- Involving in any other way into the transport of dangerous goods as determined by Competent Authority.

**8.9.2 The content of training required for people engaged in dangerous goods is as follows.**

- ***General awareness / familiarization training:***

Each person should take training for safe shipment or handling of dangerous cargo commensurate with responsibilities. Training must be designed to ensure the familiarization of general dangers and legal requirements of dangerous cargoes. This training must involve identification of types and classes of dangerous cargoes, labelling, marking, packaging, segregation and compliance with requirements; a description of purpose and content of dangerous goods transport documents and a description of available emergency response documents.

- ***Function-specific training:***


Each person shall be trained in specific dangerous goods transport provisions about the safe shipment or handling of dangerous cargo which is applicable to the function that person performs.

- ***Safety training:***

Each person should receive training about the following issues regarding risks in the occurrence of a release of dangerous cargoes and the function performed:

- methods and procedures for accident avoidance about proper use of package handling equipment and appropriate methods of stowage and segregation of dangerous goods;
- available emergency response information and how to use it;
- general dangers presented by the various types and classes of dangerous goods and how to prevent exposure to those hazards, including, if appropriate, the use of personal protective clothing and equipment; and

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>40</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

- emergency procedures to be followed in the event of an unintentional release of dangerous goods, including any emergency response procedures for which the person is responsible and personal protection procedures to be followed.

**8.9.3 Records regarding the training of people in charge of dangerous goods:**

Records of all security trainings installed must be kept by the Port Facility Management and, if requested, must be given to work. All staff have received relative and awareness training on Hazardous Loads at our facility.

**8.9.4 Drills and record regarding to dangerous goods.**

- **Drill implementation** ; In order to be ready for emergencies in facility, personnel in emergency organization are prepared for their duties by various training. Trainings must be done by support of specialized organization when necessary. In this context, relevant personnel get IMDG code training regarding to dangerous goods and certificated in the port. It should be planned to carry out and implement the drills according to the worst-case scenario in order to test the adequacy of emergency plans and be ready for real incidents.
- **Drill Scenarios;** The worst scenario must be foreseen as one incident or a combination of incidents faced by port in exercise planning. Exercises are provided to implement in line with prepared scenarios in fastest and most efficient way.
- **Emergency Drills to be held within port facility;**
  - It should be stated in Port annual training plans.
  - IT can be planned as local or general response,
  - It can be combined with Safety, Spilling, etc exercise scenarios,
  - Drills can be made by/without informing.
  - Drills are based on various emergency scenarios.
  - Drills can be made actually, or desk bound, seminar type,
  - Scenarios with different time, day, season and incident are prepared for each drill.

**8.10 Information on fire protection system.**

İnebolu as methanol storage and filling fire-fighting equipment at the facility; alarm buttons, speakers, sprinkler system, tank foam system, collector pieces, foam balls, lightning, generator, dry chemical fire extinguisher, carbon tubes, foam units, fire hose, rubber hose, fire records and type of oxygen mask, gas mask, fire blanket, fire suits, foam, stretchers, flashlights, radios, fire gas and smoke detector. Information on the fire protection system is the same as in 8.2.1.

**UNCONTROLLED**

	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	41
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

### **8.11 Procedures for approval, inspection, test, maintenance of fire protection system and keeping ready to use it.**

Our facility Kastamonu regarding the approval and inspection of fire protection systems shall be approved by the chairman of the Municipal Fire Department.

Testing of fire protection systems, to be taken care of and ready for use, although done in 6 months by our facility and are processed to form control.

### **8.12 Measures to be taken when fire protection system not working.**

In case the fire protection system does not work in our facility, firstly it will be tried to utilize from neighbourhood and adjacent facilities, then local fire department will be informed. Response to incident will be carried out by using all capacity of region.

### **8.13 Other risk controlling equipment.**

There is no other risk controlling equipment.

**UNCONTROLLED**

	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	42
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

## 9 OCCUPATIONAL HEALTH AND SAFETY

### 9.1 Occupational Health and Safety Measures:

The purposes of the occupational health and safety are as follows;

- **To protect employees:**

It is the main purpose of the occupational health and safety. It aims to protect the employees against working accidents and occupational diseases, provide the mental and physical integrity.

- **To provide production safety:**

It is important for economy as providing production safety in workplace will lead an increase in efficiency.

- **To provide facility safety:**

As the measures taken in workplace remove the dangers in facility due to machinery malfunctions and disabled operations, explosions, fire which may arise from working accidents or unsafe and unhealthy working conditions, the facility safety can be ensured.

Our facility is located on procedures prepared under the Occupational Health and Safety are as follows.

Doküman Kodu	Dokümanın Klasörü	Doküman Adı	Doküman Tipi
<b>1</b> <a href="#">150-PR-501</a>	00.02.2 OHSAS 18001	RISK YONETİM PROSEDÜRÜ	Prosedür
<a href="#">150-PR-502</a>	00.02.2 OHSAS 18001	YASAL VE DİĞER ŞARTLARA UYUM VE İZLEME PROSEDÜRÜ	Prosedür
<a href="#">150-PR-503</a>	00.02.2 OHSAS 18001	HEDEF BELİRLEME VE UYGULAMA PROSEDÜRÜ	Prosedür
<a href="#">150-PR-504</a>	00.02.2 OHSAS 18001	PERFORMANS ÖLÇÜMÜ VE İZLEME PROSEDÜRÜ	Prosedür
<a href="#">150-PR-505</a>	00.02.2 OHSAS 18001	İLETİŞİM PROSEDÜRÜ	Prosedür
<a href="#">150-PR-506</a>	00.02.2 OHSAS 18001	ACİL DURUM YÖNETİM PROSEDÜRÜ	Prosedür
<a href="#">150-PR-507</a>	00.02.2 OHSAS 18001	OPERASYONEL KONTROL PROSEDÜRÜ	Prosedür
<a href="#">150-PR-508</a>	00.02.2 OHSAS 18001	İŞ KAZALARI YÖNETİM PROSEDÜRÜ	Prosedür
<a href="#">150-PR-509</a>	00.02.2 OHSAS 18001	SAHA KONTROL PROSEDÜRÜ	Prosedür
<a href="#">150-PR-510</a>	00.02.2 OHSAS 18001	İZNE TABİ İŞLER PROSEDÜRÜ	Prosedür

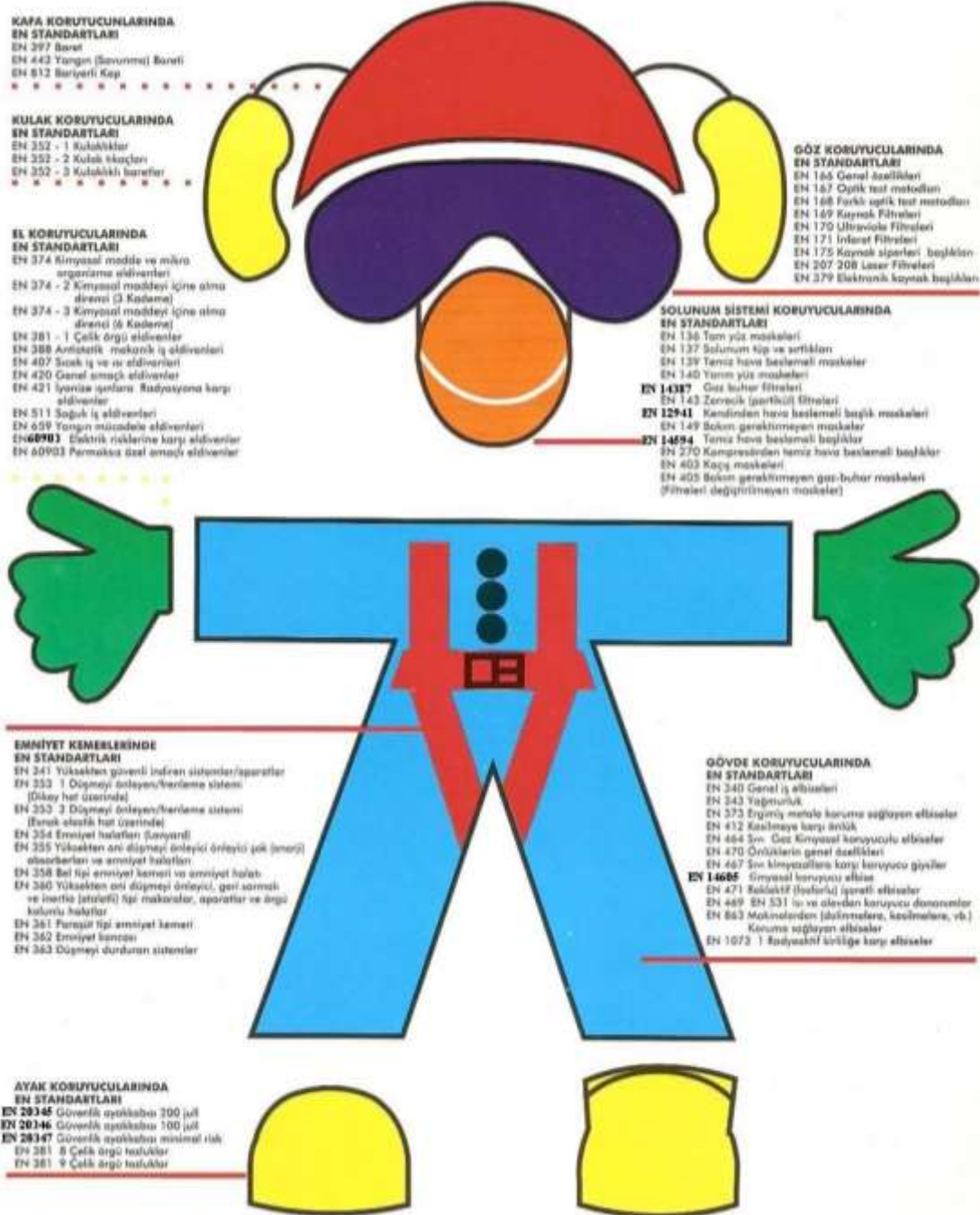
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	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	43
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				


**UNCONTROLLED**

**9.2 Information for personal protective clothing and procedures for using them:**

Personal protective clothing is specified as standard tables in stating that these clothes are worn by whom and which, as in Annex 15.



**10. OTHER ISSUES**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>44</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				


**UNCONTROLLED**

### **10.1 Validity of Dangerous Goods Compliance Certificate. JULY 27, 2028**

### **10.2 Duties defined for Dangerous Goods Safety Advisor.**

- Monitoring compliance with requirements about carriage of dangerous goods.
- Offering suggestions to shore facility about carriage of dangerous goods.
- Preparing an annual report to shore facility about the activities of shore facility operator for carriage of dangerous goods. (Annual reports are kept for 5 years, submitted to the authorities on request.)
- **Controlling the following application and methods;**
  - Controlling of identifying, using the proper shipping name, certificating, packing/packaging, labelling and declaring of dangerous goods, loading and transporting to the approved and appropriate packs, container and cargo transport units in a safe condition , and procedures for reporting control results.
  - Procedure for loading/discharge of dangerous goods handled and stored temporarily,
  - Whether taking into consideration of special requirements of shore facility about dangerous goods while buying the transport vehicles regarding to handled dangerous goods,
  - Control methods of equipment used for transporting, loading and discharging the dangerous goods,
  - Whether the shore facility personnel take appropriate training including the amendments in legislation, and whether the records are kept or not,
  - Compliance of emergency methods applied in case an accident or incident that affects safety during transporting, loading or discharging dangerous goods,
  - Compliance of reports prepared for serious accidents, incidents or serious violations occurred during transporting, loading or discharging dangerous goods,
  - Determination of required measures against repetition of accidents, incident or serious violation and evaluation of the implementation,

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>45</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**


- To what extent, considering rules about selection of subcontractors or third parties and dangerous goods carriage,
- Determination whether the employee working in transporting, handling, storing and loading/discharging of dangerous goods, have detailed information about operational procedures and instruction,
- Compliance of measures taken to be prepared for risks during transporting, handling, storing and loading/discharging of dangerous goods,
- Procedures for what the required document, information and papers related to dangerous goods.
- Procedures about berthing, mooring to shore facility, loading/discharging, harbouring or anchoring for ships transporting dangerous goods by day and at night.
- Procedures about additional measures for loading, discharging and transshipment according to seasonal conditions.
- Procedures about fumigation, gas measuring and degassing, Procedures keeping records and statistics of dangerous goods,
- Accuracy of information about ability, capacity and capability of shore facility for emergency response,
- Compliance of regulations for first response to the accidents involving dangerous goods,
- Procedures for handling and disposal of the damaged dangerous goods, wastes contaminated with dangerous goods,
- Information about personal protective clothing and procedures for using them.

**10.3 Issues for carrier of dangerous goods to the shore facility /from the shore facility by land (documents to be kept by road vehicles during entrance/exit of port or shore facility field, equipment and tools kept by these vehicles; port field speed limits, etc.):**

**10.3.1 Documents required to be carried:**

- Transport documents,
- Dangerous goods Transportation Driver Training Certificate (SRC-5),
- Identification card with photo in charge in vehicle (identity card, driving license or passport),

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>46</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

- Written instruction prepared by carrier to give to driver ,
- Multimodal Dangerous Goods Transportation Form for dangerous goods transported in multimodals,
- ADR conformity certificate for vehicles,
- Copy of transport permission document taken from related competent authority for Class 1, class 6 and class 7 dangerous goods transportation,
- Dangerous Goods and Dangerous Waste Compulsory Financial Liability Insurance for vehicles carried out dangerous goods transportation,

**10.3.2 Equipment and apparatus required to have in vehicles:**

- Portable fire extinguishers,
- At least one chock of appropriate size to the wheel diameter and maximum mass for each vehicle,
- Two self-standing warning signs,
- Eye rinsing liquid,
- Warning vest,
- Portable lightening apparatus,
- A pair of protective gloves,
- Eye protection goggles,
- Emergency escape mask,
- Shovel,
- Drain seal,
- Collecting container

**10.3.3 Speed limits in Port Area:**


Speed limits determined by Port facility will be applied.

**10.4 Issues regarding to the carriers of dangerous goods to coming the shore facility/leaving from shore facility by sea (exhibition of signals by ships and sea vehicles to the port or shore facility by day/at night, cold and hot working procedures aboard ship)**

**10.4.1 Exhibition of signals by ships and sea vehicles to the port or shore facility by day/at night:**

The ship which arrives to port and carries dangerous goods will have “B” (Bravo) international code of signals by day, an all-round fixed red light by night.

**UNCONTROLLED**

	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	47
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

**10.4.2 Cold and Hot Work procedures aboard ships in the shore facility and carrying dangerous goods:**

**10.4.2.1** *The ships carrying dangerous goods and staying in shore facility shall take the required permission for hot and cold work from Port authority and inform the shore facility responsible.*

**10.4.2.2** *The procedures for hot work to be carried out in ships carrying dangerous goods in the shore port are as follows.*

- Before starting any hotwork in shore facility, the responsible person of the company to carry out the hotwork must be in possession of written authorization to carry out such hot work issued by the Port Authority. Such authorization shall include details of specific location of the hot work as well as safety precautions.
- In addition to the safety precautions required by the Port Authority, before starting any hotwork, the responsible person of the company to carry out the hot work together with responsible person(s) of the ship and/or berth, shall add any additional safety precautions required by the ship and/or berth . These additional safety precautions shall include:
  - Examination of local areas and adjacent areas, including tests to ensure the areas are free, continue to be free, of flammable and/or explosive atmosphere and where appropriate not deficient in oxygen,
  - The removal of dangerous cargoes and other flammable substances and articles away from the working and adjacent area.
  - Efficient protection of flammable structural members such as beams, hatches, walls and ceiling coverings against accidental ignition;and
  - The sealing of open pipes, pipe lead through, valves, joints, gaps and open parts to prevent the transfer of flames, sparks and hot particles from working areas to adjacent or other areas.
  - A duplicate of the hot work authorization and safety precautions shall be posted adjacent to the work area as well as at each entrance to the work area. The authorization and safety precautions shall be readily visible to, and clearly understood by all persons in charge of hot work.
  - While carrying out hot work, it is essential that checks are carried out to ensure that conditions have not changed; and at least one suitable fire extinguisher or other suitable fire extinguishing equipment is readily available for immediate use at the location of the hot work.
  - During hot work and after completion of such work, an effective monitoring shall be maintained for a sufficient time in the area of hot

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>48</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

work as well as adjacent area where a danger causing from the transfer of heat may be created.

**10.5 Additional issues added by shore facility.**

None.


**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>49</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

**11 ANNEXES**

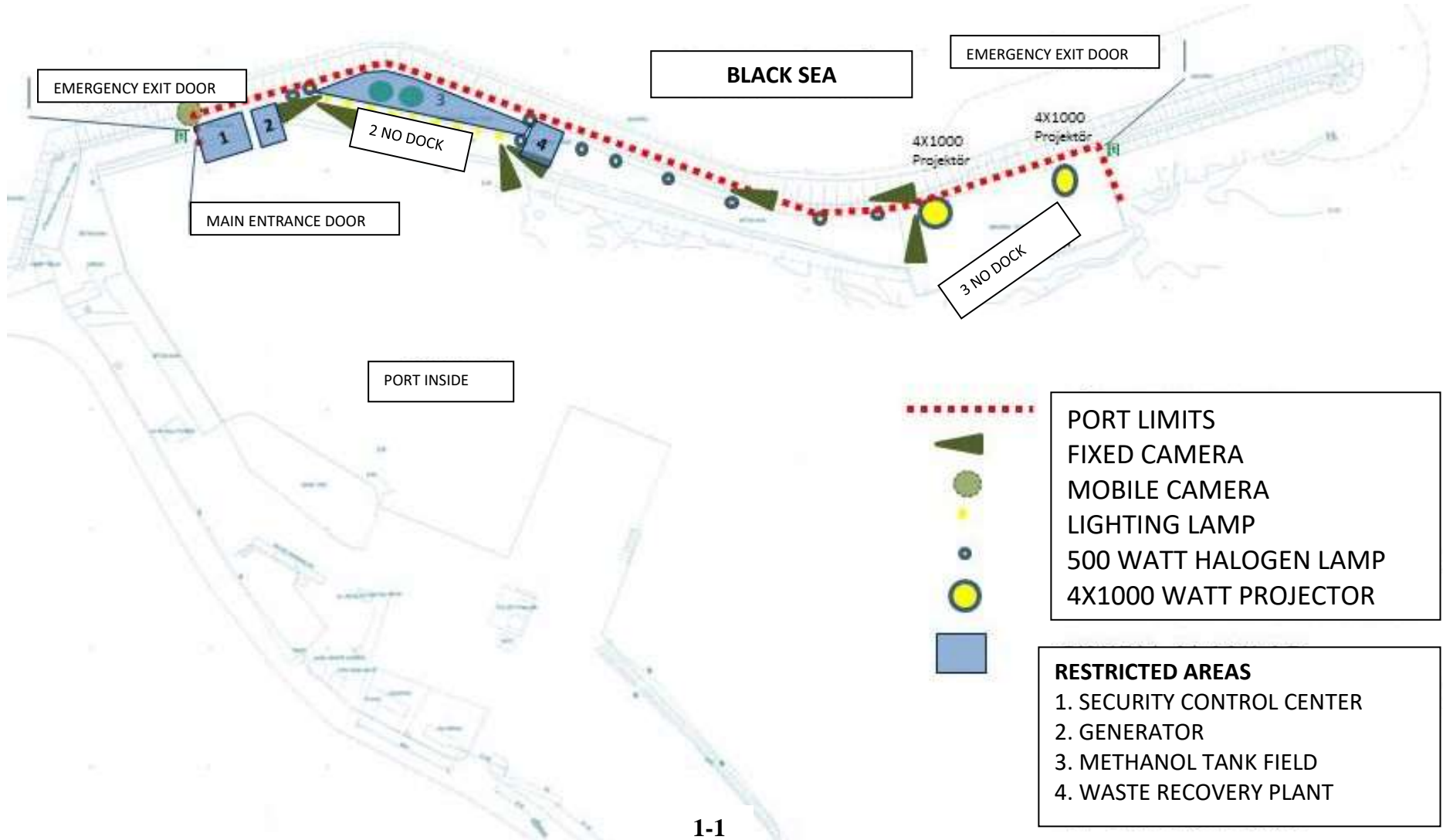
**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>50</b>
	<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>			

**UNCONTROLLED**

**ANNEX-1**

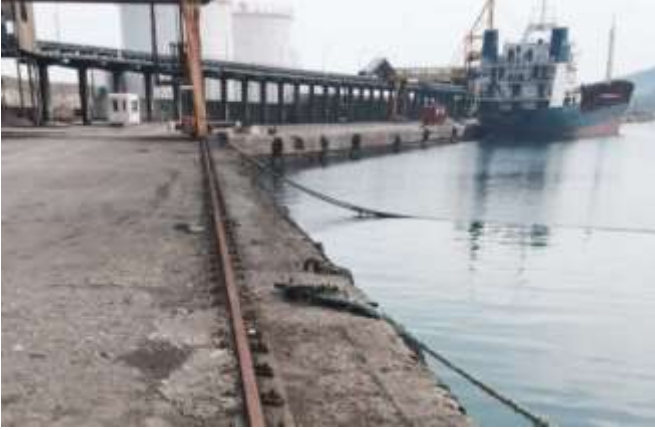
**GENERAL LAYOUT OF SHORE FACILITY**



	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	51
	<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>			


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**ANNEX-2  
PHOTO OF GENERAL APPEARANCE OF SHORE FACILITY**



2-1

**UNCONTROLLED**

	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	52
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-3**

**EMERGENCY CONTACT POINTS AND CONTACT INFORMATION**


**IN-FACILITY**

Adı Soyadı :	Ünvanı :	Telefon No :
Engin SEVER	Liman İşletme Müdürü	0542 212 82 03
Selçuk ALİBAŞ	Electrician (General)	0544 442 08 49
Salih KÖMEÇOĞLU	Worker	0542 620 69 41
Aziz DEMİR	Worker	0546 746 91 81
Eyüp AKSAKAL	Worker	0542 415 76 21
Mustafa YILMAZ	Crane Operator	0543 902 35 08
İsmail KARASÜLÜMAN	Worker (Cleaning)	0544 671 57 94
Cevat CİVCİ	İnebolu Warehouse Facility Authority	0535 423 37 63
Burhan YALÇIN	İnebolu Warehouse Facility Authority	0542 377 73 19
Erkan KARDAŞ	İnebolu Warehouse Facility Authority	0546 457 63 71
İsa ÇANAĞÇIOĞLU	İnebolu Warehouse Facility Authority	0544 811 01 37

**3-1**

T.C. Ministry of Transport and Infrastructure General Directorate of Maritime Affairs	
Tel: 0312-203 10 00	Faks: 0312-231 33 06
	Ankara
Main Search and Rescue Coordination Center (AAKKM)	
Tel: 0 312 231 91 05 (24 saat) 0 312 232 47 83 (24 saat)	Faks: 0 312 232 08 23
e-posta: trmc@udhb.gov.tr	Ankara
General Directorate of Coastal Safety	
Tel: 0362 445 28 68 (Samsun) Tel: 0216 531 40 00 (İstanbul)	Faks: 0362 445 28 68
	Samsun
İnebolu Port Authority	
Tel: 0 366 811 40 16	Faks: 0 366 811 59 66
	İnebolu
Kastamonu Governorship	
Tel: 0 366 214 11 22	Faks: 0 366 214 01 19
	Kastamonu
İnebolu District Governorship	
Tel: 0 366 811 40 38	Faks: 0 366 811 41 00

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>53</b>
	<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>			

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		İnebolu
İnebolu Municipality		
Tel: 0 366 811 45 00		Faks : 0 366 811 24 70
Northern Naval Area Command		
Tel: 0212 254 31 50		İSTANBUL
Coast Guard Black Sea Regional Command		
Tel: 0 362 445 03 33		Faks: 0 362 445 02 51
		Samsun
Kastamonu Provincial Disaster and Emergency Directorate		
Tel: 112 - 0 366 214 64 75		Kastamonu


Fire brigade	112
Emergency room	112
Coast Guard Alert	158
Policeman	112
Gendarmerie	112
Phone Malfunction	121
Electrical Fault	186
Water Breakdown	185

**Emergency Personnel List to be submitted News**

Ünvanı

Telefon No

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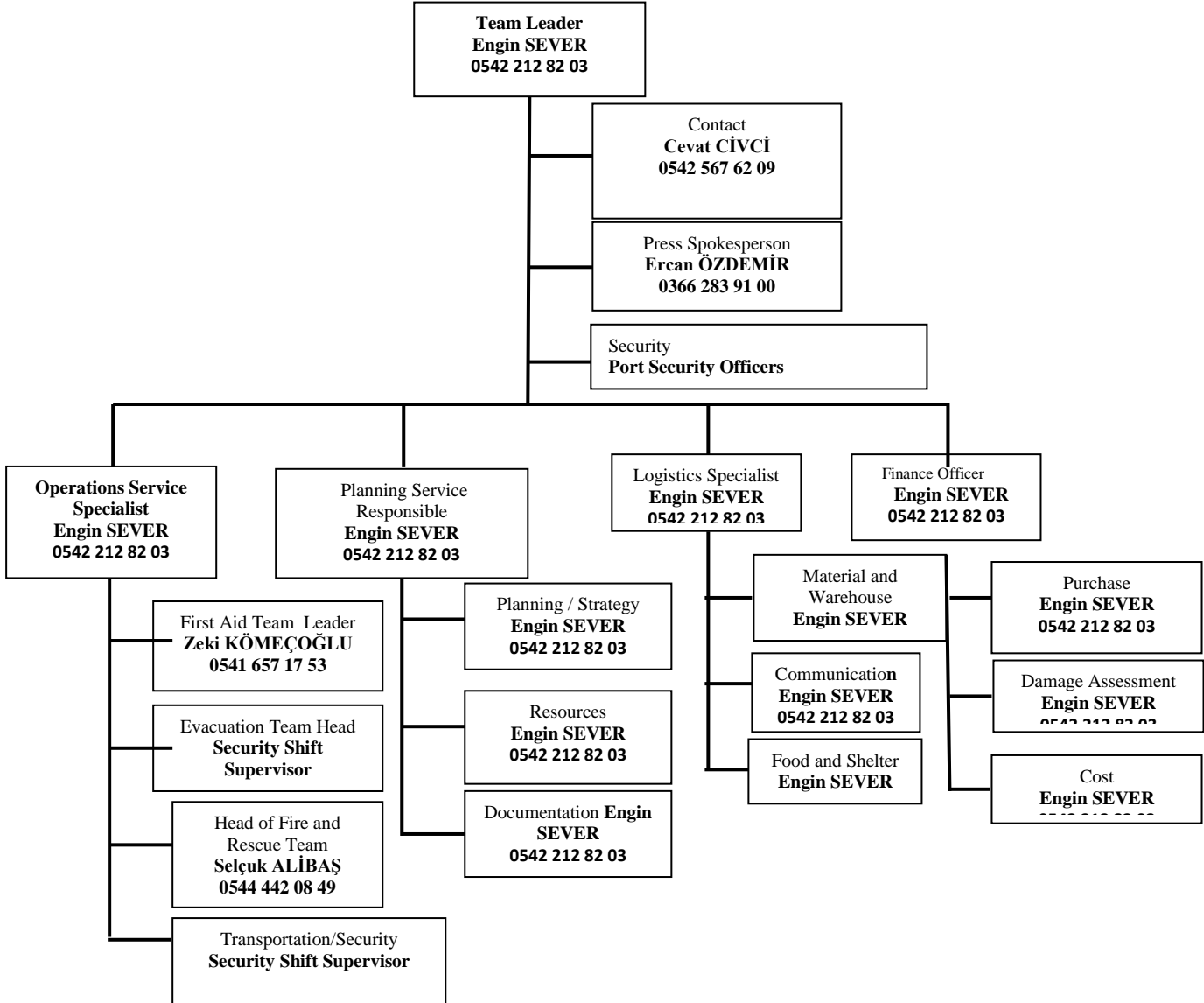
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	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>54</b>
	<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>			

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**Adı Soyadı**

Engin SEVER	Limn İşletme Müdürü	0542 212 82 03
	Solid Bulk Cargo	
Cevat CİVCİ	İnebolu Dep.Tes. Yetkilisi	0535 423 37 63
Burhan YALÇIN	İnebolu Dep.Tes. Yetkilisi	0542 377 73 19
Erkan KARDAŞ	İnebolu Dep.Tes. Yetkilisi	0546 457 63 71
İsa ÇANAĞÇIOĞLU	İnebolu Dep.Tes. Yetkilisi	0544 811 01 37
	Liquid Bulk Cargo	
Cevat CİVCİ	İnebolu Warehouse Facility Authority	0535 423 37 63
Burhan YALÇIN	İnebolu Warehouse Facility Authority	0542 377 73 19
Erkan KARDAŞ	İnebolu Warehouse Facility Authority	0546 457 63 71
İsa ÇANAĞÇIOĞLU	İnebolu Warehouse Facility Authority	0544 811 01 37

**Acil Durumlarda Haber Verilecek Personel Listesi**



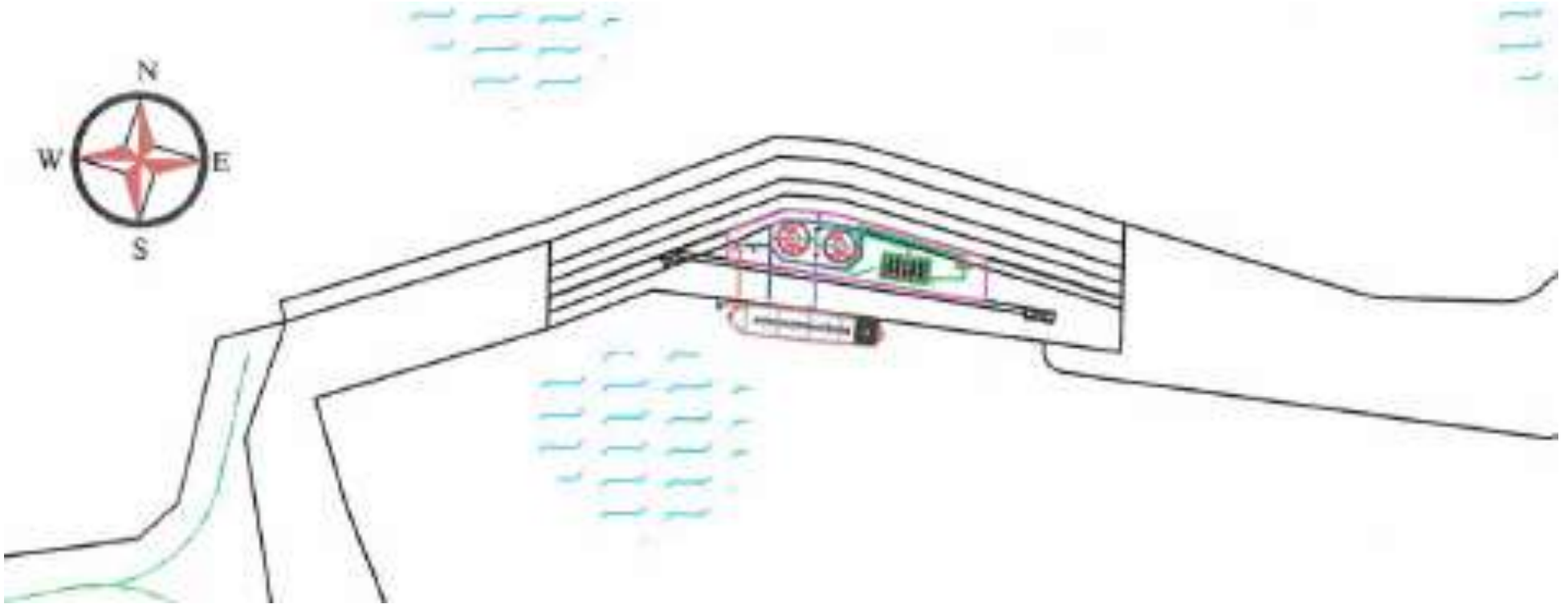
**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>55</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-4**

**GENERAL LAYOUT PLAN OF FIELDS THAT DANGEROUS GOODS HANDLED**



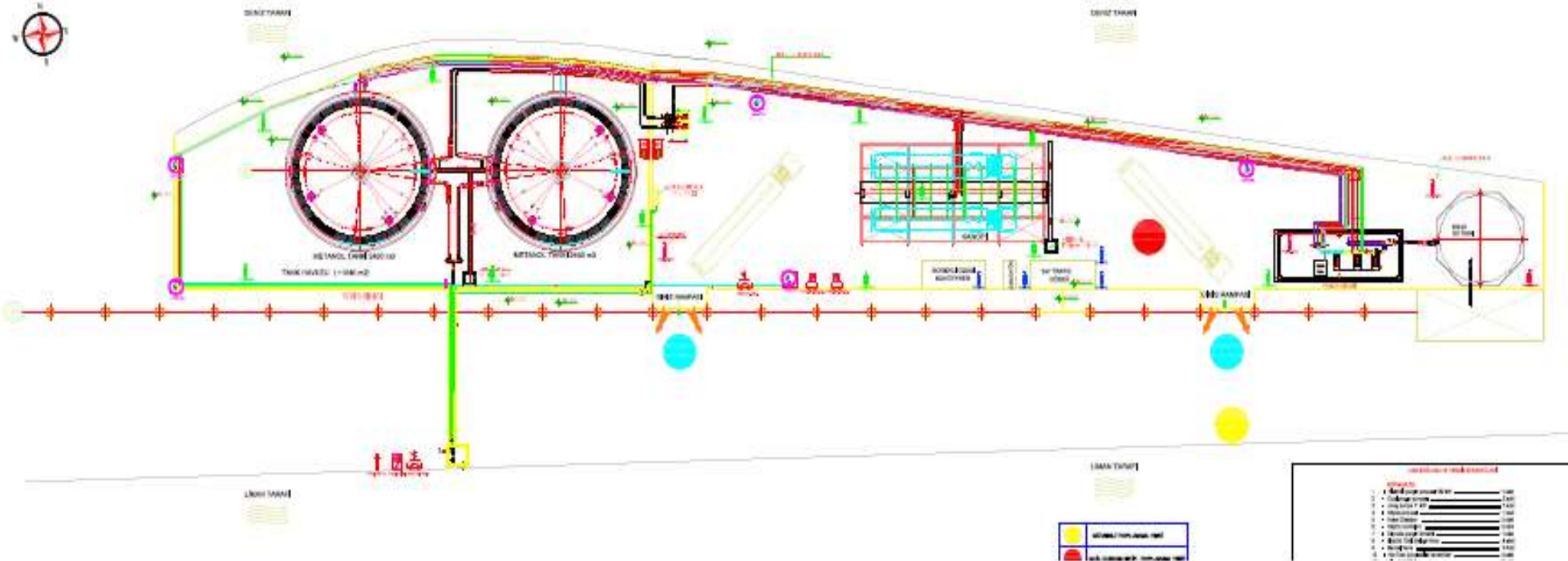
4-1

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>56</b>
	<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>			


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**ANNEX-5  
FIRE PLAN OF FIELD  
THAT DANGEROUS GOODS HANDLED**



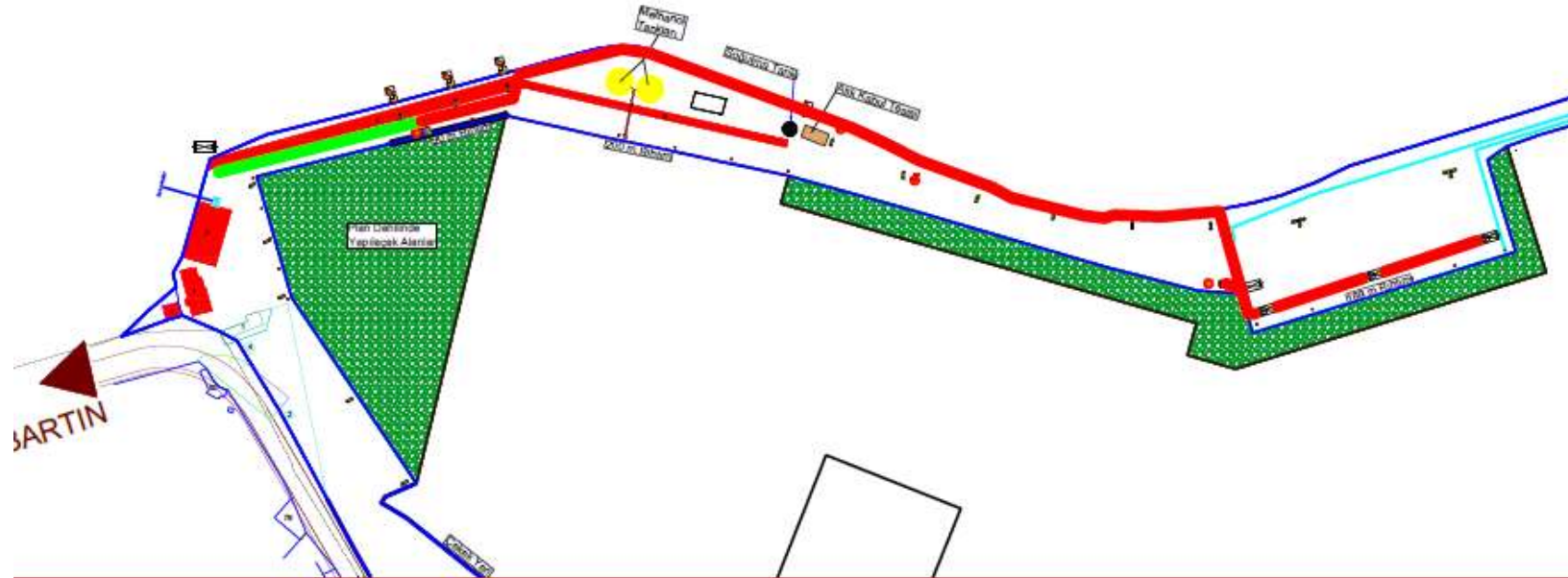
5-1

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	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	57
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**ANNEX-6 GENERAL FIRE PLAN OF FACILITY**



 Resmi Kurum Alanı	 Tek Çıkışlı Hidrant 4 Adet	 Kamlok Yer Altı Hidranti 3 Adet
 Plan Dahilinde Yapılacak Alan	 Yangın Dolabı 4 Adet	 Deniz Suyu Pompası 1 Adet
 Tanklar	 Yeraltı HDPE Boru Q90	 Yangın Suyu Besleme Kesintisiz
 Atık Kabul Tesisi	 Yerüstü Çelik Boru Q100	 Güvenlik Görevlileri Noktası
 Aydınlatma Lambası	 Sesli Siren 1 Adet	 Kesintisiz Güç Kaynağı: Jeneratör
 Deniz Feneri	 Yangın Alarm Butonu 3 Adet	 Vana Ve Kolektör
 Rıhtım Babası		

6-1

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>58</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-7  
EMERGENCY ACTION PLAN**

**ETİBAKIR PORT FACILITY  
IN AN EMERGENCY ACTION PLAN IS LIKE THAT**

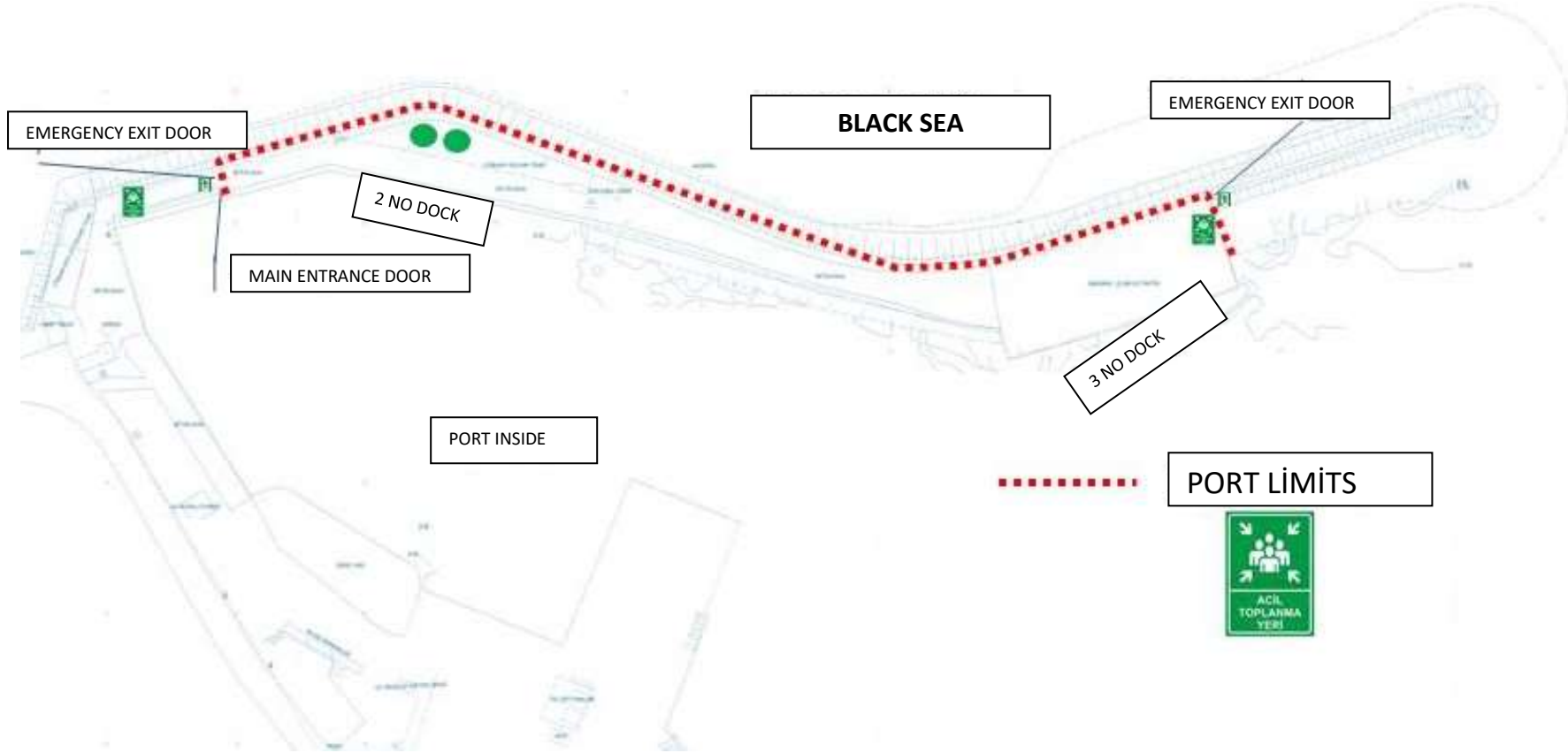
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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>59</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-8**

**EMERGENCY MEETING POINT PLAN**



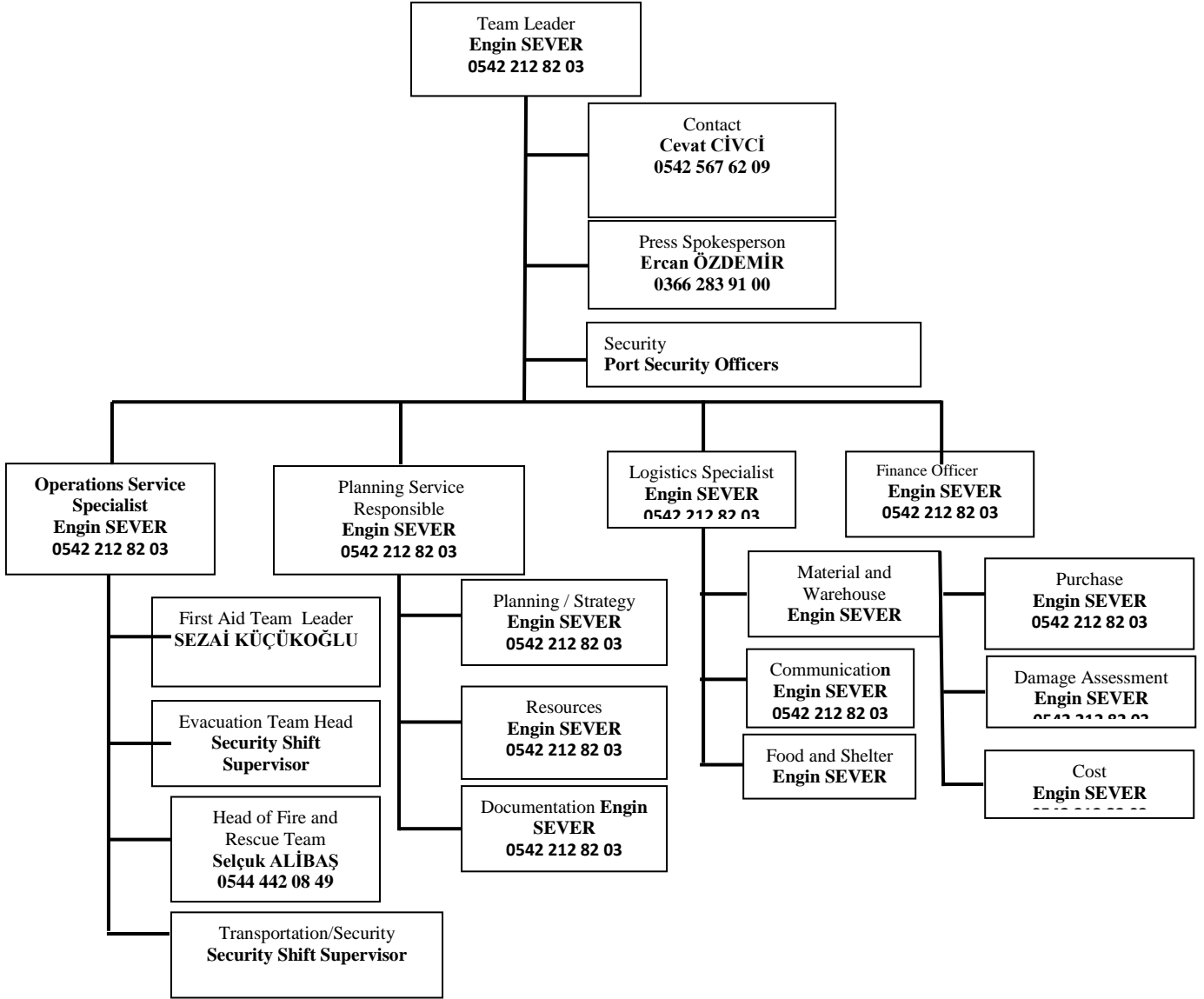
8-1

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>60</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-9  
EMERGENCY MANAGEMENT PLAN**



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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>61</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-10  
DANGEROUS GOODS MANUAL**

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>62</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-11  
LEAKAGE AREAS, EQUIPMENT, ENTRANCE/EXIT DRAWING FOR CTU AND  
PACKAGES**

**THERE IS NO LEAKAGE AREA UNDER LOAD HANDLED IN THE FACILITY**

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>63</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-12  
INVENTORY OF PORT SERVICE SHIPS**

**THERE IS NO SERVICE SHIP IN FACILITY INVENTORY**

**12-1**

**UNCONTROLLED**

	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	64
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-13**

**İNEBOLU HARBOUR MASTER ADMINISTRATIVE BOUNDARIES, ANCHORING LOCATIONS AND MARINE COORDINATES OF HARBOR PILOT LANDING/BOARDING POINTS**

**A) Port administrative area boundaries**

Inebolu Harbour Master of the port administrative court, the line drawn between the true north direction the following coordinates and is bounded by the sea and coastal areas adjacent Turkish territorial waters.

a) 41° 57' 21" K – 034° 13' 42" D (Çatalzeytin Stream)

b) 42° 01' 03" K – 033° 22' 36" D (Kecin Burnu)

**B) Anchoring areas**

a) No. 1 mooring field: anchorage area of military ships and ships carrying dangerous substances, consisting of the sea area where the coordinates.

1) 41° 59' 16" K – 033° 42' 22" D

2) 42° 00' 05" K – 033° 42' 22" D

3) 41° 59' 50" K – 033° 45' 00" D

4) 41° 59' 16" K – 033° 45' 00" D

b) No.2 mooring field: ships carrying dangerous substances, nuclear-powered ships and military vessels will ship anchorage area of the degassing process to be quarantined the sea area consisting of the coordinates.

1) 42° 00' 06" K – 033° 41' 36" D

2) 41° 59' 14" K – 033° 41' 36" D

3) 41° 59' 18" K – 033° 39' 30" D

4) 42° 00' 16" K – 033° 39' 30" D

**C) Place for taking and leaving harbor pilot:**

41° 59' 11" K – 033° 46' 26" D

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>65</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-14**

**EMERGENCY RESPONSE EQUIPMENT AGAINST MARINE POLLUTION  
IN PORT FACILITY**

Rehabilitasyon Ekipmanları	Miktar(1.Seviye)
Karen box with lid	10 Piece
Nylon bag	10 Piece
Et ot	10 Piece
Waste Equipment	Miktar (1.Seviye)
Yüzer Depolama Tankları	1x15 m <sup>2</sup>
Impermeable material	30 m <sup>2</sup>
Plastik bidon	5 Piece
Plastic torba	10 Piece
On plastic	5 Piece
Sera naylonu (muşamba)	4 top
Other	Miktar (1.Seviye)
Wheelbarrow	5 Piece
Gova	5 Piece
Turnips	5 Piece
Kazma	5 Piece
Oar	5 Piece
Warning strip	100m
Sampling tiger	5 Piece
It is located in Eti Bakır İşletmeleri A.Ş. and these materials will be supplied by Başaran Gemi.	
Equipment	Miktar (1.Saviye)
Blocking Barrier	425m

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>66</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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Barrier Mandatory Ex Support Equipment	5 Hoe 5 Buoy 100m Halat 100 m Chain 4 Pull Heads 2 Pull Heads
Oil Skimmer	1 Piece (20m/h kapasite)
Beach Protection Barrier	
Gas Measuring Devices	1 Piece
Pressure washer	1 Piece
Sorbent Materials	Quantity (Level 1)
Sorbent Barrier	250 Piece
Sorbent Ped.	1000 Piece
Mobile Communication Equipment	Quantity (Level 1)
Wireless	8 Piece
Telefon	8 Piece
Personal Protection Equipment	Quantity (Level 1)
Life Jacket	10 Piece
Baker	10 Piece
Raincoat	10 Piece
Intervention Shoe	10 Piece
Glove	10 Piece
Half Face Dust-Gas Mask	10 Piece
Protective Work Goggles (GOGGLE)	10 Piece
Tulum	4 Piece
Tyvek suit	10 Piece
Ex Proof Flashlight	3 Piece
Logistics Equipments	Miktar (1.Seviye)
Vacuum Tank Truck	1 Piece
Watercraft	1 Piece

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	Revizyon No	Yayın Tarihi	Revizyon Tarihi	Sayfa No
	08	01.06.2016	12.09.2025	67

**TEHLİKELİ YÜK ELLEÇLEME REHBERİ**

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**ANNEX-15**

**PERSONAL PROTECTIVE EQUIPMENT(PPE) USE MAP**

	Supervisor	Yönetici	Manuel Temizleyici	Kimyasal Sprey	Kimyasal Fırça	Yüksek Basınçlı	Düşük Basınçlı Yıkama	Ziyaretçi Arındırma	Ziyaretçi Sıcak/Ilık	Soğuk Bölge	Kaldırma	Bot Mürettebatı	Su	Soguk	Sıcak	Gürültü	Gaz Örnekleme	H <sub>2</sub> S	Benzen
Florasan Yelek	■																		
Tulum	■	■								■		■		■					
İnce Muşamba Elbise			■		■	■	■	■	■										
Emniyet Botu	■	■		■						■	■	■							
Lastik Çizme			■		■	■	■	■	■										
Uzun Su Geçirmez Çizme													■						
Bağlayıcı Eldiven (Rigger Gloves)	■	■																	
PVC Eldiven			■		■	■	■	■	■										
Şerit Mühür			■		■			■	■										
Kulak koruyucu																■			
Emniyet Gözlüğü	■						■		■										
Gözlük			■	■		■		■											
Darbe Başlığı			■	■	■	■	■	■	■								■		
Emniyet kaskı											■								
Can yeleği												■	■						
Cihaz																			
Tyvek tulum															■				
Termal tulum														■					
Dalgıç elbisesi													■						
Hava izleme panosu			■	■	■													■	■
Gaz maskesi *					■												■	■	■
TECPS **				■													■		

\* Gaz maskesi: Tam havalandırılmalı ve 50 koruma faktörü bulunan organik ve kartuş filtresi bulunan kimyasal gaz maskesi

\*\*TECPS: Tüm vücudu kaplayan kimyasal koruma giysisi

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>68</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-16  
NOTIFICATION FORM FOR DANGEROUS GOODS INCIDENT**

Local date and time of emergency
Location of accident
Emergency type (Eg: Fire, Fuel spilling, personnel injury) and accident occurrence (Eg: what happened?)
Control measurement damages. What is carried out to control emergency?
Deceased/injured/Loss-number of company employees in accident
Deceased/injured/Loss-number of contractor employees/drivers in accident
Damage of terminal or equipment owned by company
Quantity of Product loss/recovered product owned by company
Damage of terminal and equipment of contractor
Other damaged suffered by the contractor
Impact on company operations
Authorities affected by the accident and forwarded to
Reaction of field occur or expected to occur
Quality checks of equipment and/or product
Review undertaken by Center
Result of corrective actions against causes of emergency

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>69</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-17  
NOTIFICATION FORM FOR CONTROL RESULTS OF DANGEROUS GOODS CARGO  
TRANSPORT UNITS (CTUS)**

Year/Term	..... / .....	Number	Percentage
Packages controlled:			
Defective packages			
-total			
-filled in domestic			
-filled in abroad			
Defects:			
Documentation:			
-Dangerous Goods Declaration			
-Container/Vehicle Packaging Certificate			
Planning and marking			
Approval plate for Container Safety Agreement			
Serious structural defects			
Road tanker connecting plugins			
Portable tank or road tankers (inappropriate or defective)			
Labelling (for packages)			
Packaging (inappropriate or defective)			
Segregation of Load			
Stowing/connecting of package's inside			

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>70</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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**ANNEX-18  
MULTIMODAL DANGEROUS GOODS FORM**

1.Shipper/Consignor/Sender		2.Transport document number		
		3.1 page of....page	4.Shipper's reference	
			5.Freight forwarder's reference	
6.Consignee		7.Carrier(to be completed by the carrier)		
		SHIPPER'S DECLARATION I hereby declare that content of this consignment are fully and accurately described below by the Proper Shipping Name and are classified, packaged, marked and labelled/placarded and are in all respects in proper condition for transport according to the applicable international and national governmental regulations.		
8.This shipment is within the limitation prescribed for:		9.Additional handling information		
PASSENGER AND CARGO AIR PLANE	ONLY CARGO AIR PLANE			
10.Vessel/flight no.and date	11.Port/place of loading			
12.Port/place of discharge	13.destination			
14.Marks of shipment Number and kind of packages, description, gross mass(kg) net mass(kg)Cube(m <sup>3</sup> )				
15.Container identification no/vehicle registration no	16.Seal number(numbers)	17.Container/vehicle size & type	18.Total cargo mass	19.Total gross mass (including tare)(kg)
CONTAINER/VEHICLE PACKING CERTIFICATE I hereby declare that goods described above have been packed/loaded into the container/vehicle identified above in accordance with the applicable provisions. <b>MUST BE COMPLETED AND SIGNED FOR ALL CONTAINER/VEHICLE LOADS BY PERSON RESPONSIBLE FOR PACKING/LOADING</b>		21.RECEIVING ORGANIZATION RECEIPT Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon. <b>ORGANIZATION REMARK:</b>		
20.Name of company		Haulier's name	22.Name of company	
Name /status of declarant		Vehicle reg.no	Name /status of declarant	
Place and date		Signature and date	Place and date	
Signature of declarant		Driver's signature	Signature of declarant	

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>71</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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## **ANNEX-19 SAFETY HANDLING OPERATIONS PROCEDURE FOR DANGEROUS LIQUID BULK LOADS**

### **1. PURPOSE:**

It is to specify what is to be carried out in the safe handling of dangerous bulk cargoes of liquid petroleum and petroleum products handled in our facility.

### **2. SCOPE:**

This procedure includes Ship Captain, Plant Manager, Assistant Director, Operations Chief, Surveillance Chiefs and operational personnel involved in the operation of the subject cargoes.

### **3. EXECUTIVE STATUS:**

In the case of cargo operations and in case of emergency, the personnel to be involved in the operation with the Ship's Captain shall have the following information on the dangerous cargo transported and, if deemed necessary, present such information to the port authority and other interested parties.

(1) Examine the MSDS forms identifying the UN number and the physical and chemical properties of the hazardous burden from the Port Facility and determine the procedures to be performed.

(2) We will implement the "Scaffolding Use Instruction / Emergency Discharge Plan" and "ISGOOT" documents prepared by our facility with regard to load transfer, slop transfer, degassing, inertia, ballast removal, ballast discharge and tank cleaning.


(3) The "Emergency Plan" and the "Scaffolding / Emergency Release Plan" and the "Hazardous Substances Guide Handbook" concerning the measures to be taken in order to prevent accidental contact of people with dangerous cargo by spill or leak, fire, .

(4) The personnel and duties that are responsible for the handling of dangerous liquid bulk in our facility are as in APPENDIX-1.

a. During the handling of hazardous cargo the mobile phone will not be used and will not be kept open in the openings and on the pier. Only ship phone and ex-proof hand-held radios will be used during handling. The agreed ship / shore communication list is like "Ship / Coast Guard Check List".

b. The ship / shore safety checklist and the provisions of the "Scaffolding Instructions" shall be taken into account for the pipelines and boom hoses used during the loading / unloading or transfer of liquid hazardous cargoes.

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>72</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

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c. Attention will be paid to the items on the "Ship's Coast Guard Checklist" and "Scaffolding Instructions" to avoid a short circuit in the pipelines.

d. In the case of an accident that may occur, all drain holes and pipes in the scaffold where hazardous liquid bulk can leak may be closed and closed before the start of the draining / evacuation operation of the dangerous liquid bulk cargo. In this regard, the points on the "Ship Coast Guard Checklist" shall be taken into consideration. In addition, if the pouring of the pouring falls, the pouring loads will be collected in the pouring tank.

e. Port Our facility does not have the ability to supply electricity to the ship from the terminal. Such requests will not be met by our facility.

f. Flexible hoses of 10 ", 8" and 3 "used in loading / unloading operations will not be used with finished hoses that will not be past the dates specified in the test certificates. Flexible hoses will also be visually inspected before operation. The guidelines for this matter are as in "Scaffolding Instructions" and "Ship / Coast Guard Checklists".

g. In emergencies, flexible hose connections will be cut and operation stopped to ensure safety of life, property and the environment. Emergency release kicks are separated in an emergency in our facility, they are automatically closed by both, thus avoiding possible spillage.

h. For precautionary measures, the cargo handling equipment, equipment and equipment controls, measuring systems, emergency shutdown and alarm systems between the ship's authority and the operation supervisor shall be tested according to the "Ship / Coast Guard Checklist" before the start of the loading / the joint declarations will not be signed unless necessary controls are made and responsibilities and authorizations are determined.

i. "Scaffolding Instructions" shall be given to the ship's authority regarding the actions to be taken and the signs to be used in case of emergencies that may occur after the operation, and a written agreement shall be made between our facility and the ship's authority.

j. The "Ship / Coast Guard Checklist", "Evacuation Protocol" and "Pump Registration List" shall be mutually held and signed with respect to the ship in the pumping of liquid bulk cargoes. In addition, the overpressure of the reverse pressure and the discharge / discharge capacity will be continuously checked, no leakage will be ensured in the pipelines and equipment, and continuous communication will be made during the evacuation.

k. When the operation is completed, the Chief of Operations;  
(1) Ensure that the unloading valves are closed,  
(2) The remaining pressure on the flexible pipes will evacuate,  
(3) The Coastal Facility shall take all safety measures including the blindness of the pipeline.

l. Persons not trained and not certified; it will not be involved in dangerous cargo handling operations and will not be allowed to enter the areas where these operations are conducted.

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>73</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

#### **APPENDIX A-1**

#### **STAFF RESPONSIBLE PERSONNEL AND DUTIES OF LIQUID HAZARDOUS LOADS**

**1. PURPOSE:**

The staff responsible for handling hazardous liquid bulk in our facility is to identify and determine their duties.

**2. SCOPE:**

Facility Manager, Deputy Director, Hazardous Liquid Bulk Freight Operations.

**3. EXECUTIVE STATUS:**

- a. The names of the personnel responsible for the handling of dangerous liquid bulk in our facility are as in APPENDIX-2.
- b. Personnel responsible for the safe handling of liquid bulk cargo shall carry out the handling procedures according to the "Hazardous Liquid Bulk Cargo Handling Procedure" prepared in our facility.
- c. The person responsible for the handling of dangerous liquid bulk loads shall be arranged to have at least one person in each shift.
- d. The tasks of the personnel to carry out the handling of hazardous liquid bulk loads are as in APPENDIX-3.

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>74</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

**APPENDIX A-2**


**LIST OF PERSONNEL RESPONSIBLE FOR HAZARDOUS LIQUID PLASTICS LOADING**

<b>NAME SURNAME</b>	<b>DUTY</b>
Cevat CİVCI	Shift chief
Burhan YALÇIN	Shift chief
İsa ÇANAĞÇIOĞLU	Shift chief

**APPENDIX A-3**

**LEGAL POSITION OF DANGEROUS BULBS LOADS OPERATION**

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	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>75</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**


1. Examining the incoming documents of the dangerous goods coming to the Port Facility before arriving at the port facility;
  - a. Identifies the name of the dangerous substance (s).
  - b. The handling of the dangerous material will observe the procedures for the loading / unloading.
  - c. Determines the necessary safety precautions to be taken by studying the hazards arising from the dangerous material.
  - d. It specifies the protective equipment for the staff to handle / evacuate and handle with regard to the dangerous substance.
  - e. It informs them by coordinating meetings with persons who will handle/handle and handle hazardous materials.
2. The prevention of accidents that may occur during the handling of dangerous cargoes helps to implement the "Accident Prevention Policy" which is determined in our facility so as to minimize the harm to people and the environment by ensuring the safety of life, property and environment and possible accidents.
3. When a non-conformity is detected in the handling of dangerous goods, the handling operation is stopped and the nonconformity is removed.
4. Tesise constantly checks the fire, safety and safety measures taken and ensures that the deficiencies are eliminated immediately.
5. Provides coastal facility personnel and seafarers in charge of handling dangerous goods wearing protective clothing during loading, unloading and storage.
6. Hazardous substance handling equipment provides firefighting equipment for people to fight fire and ensures that fire extinguishers and first aid units and equipment are ready for use at any time.
7. Coordinates the operation of the emergency evacuation plan for evacuation of ships and marine vessels in coastal facilities in emergency situations.
8. Checks that persons engaged in the loading, unloading and handling of dangerous goods have been trained and certified. Inadequate personnel only allow short-term working of personnel with sufficient certifications.
9. Allows hazardous cargo to be transported, handled, disassembled, stacked, temporarily suspended and inspected in a safe and proper manner by appropriately qualified, trained, occupational safety precautions personnel.
10. Check all of the compulsory documents, information and documents that need to be found in connection with the dangerous cargo. When it detects a deficiency, it does not allow handling of the burden.
11. Inspect the relevant documents to confirm that hazardous cargo entering the facilities is properly identified, classified, certified, packaged, labeled, declared, safely loaded and moved.
12. Keeps an up-to-date list of all dangerous cargo on site.
13. Takes the necessary safety precautions for unsafe, unsafe or hazardous items that are hazardous to persons or the environment.

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>76</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

14. Ensure that emergency arrangements are made and that all relevant persons are informed.
15. Notify the port authority of dangerous cargo accidents.
16. Provide the necessary support and cooperation in the controls carried out by the official authorities.
17. Prevents docking and berthing of ships and marine vessels carrying dangerous goods without the permission of the port authority.
18. In case of an accident arising from dangerous goods, it shall initiate the necessary emergency response taking into account EmS and Emergency Plan.
19. The related documents regarding the loads handled at the Port Facility are available at any time.
20. Allows the hot work and process procedure to be implemented taking into account the procedure for hot works to be carried out during the handling and / or storage of hazardous materials at the Port Facility.
21. It takes the necessary arrangements and precautions to prevent dangerous cargoes handled at the Port Facility from being contaminated to the sea, soil, water or water drainage areas.
22. Medical First Aid taking into consideration the persons affected by the damage of dangerous cargoes and those who require first aid after accidents involving these loads, the Medical First Aid Guide (MFAG) in the Annex of the Emergency Plan and the IMDG Code shall be taken into the nearest hospital as soon as possible.
23. Hazardous substances shall be checked to ensure that all equipment used for handling and stacking operations and not powered or powered by the equipment is used and maintained under the conditions specified in the instructions and transmitted to the relevant units.

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>77</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

## **20- HANDLING PROCEDURE FOR DANGEROUS SOLID BULK LOADS**

### **Goal:**

Other personnel to be Involved In the operatlon of the Dangerous Goods Operatlon Officers for safe handling and disposal of dangerous solid loads; The safety measures they will take and the basis on which they will apply.


### **Legislation:**

- a) IMDG-CODE (International Hazardous Substances Code)
- b) IMSBC-CODE (International Solid Bulk Load Code)
- c) Installation and evacuation of solid bulk cargoes for Terminal Agents (MSC / CIRC 1160 and amendments 1230, 1356)
- d) Lima Dangerous Cargo Handling Principles (MSC / CIRC 1216)
- e) Regulation on the Transportatlon of Dangerous Goods by Sea
- f) Guideline on the Preparatlon of Hazardous Material Conformlty Certificate

### **Basis for Operatlon of Hazardous Solid Cargoes:**

- a. All supervisors In charge of the handling of hazardous solid bulk cargo are responsible for the loading and unloading operatlon.
- b. The following matters shall be ensured In terms of the safety of the port facilities, employees and the vessels In port In cases such as handling of dangerous cargo next to Liman, temporary suspenslon of port, storage and sorting, storage.
  - (1) A coordinatlon meeting will be held at least 1 day before the arrival of the dangerous cargo at the port facility.
  - (2) This meeting will be attended by Operatlon, Field Planning, Health Safety Environment, DGSA and other Interested parties.
  - (3) At the coordinatlon meeting; The following Items regarding the dangerous cargoes to be accepted In Lima will be discussed In the scope of the IMDG CODE documents and the acceptance / rejectlon of the material or the decislon of managerial decislon will be discussed.
    - a) Risk from dangerous load,
    - b) Limanda available Interaction wth dangerous cargoes,
    - c) Interaction wth the cargoes planned to be accepted In the near future In Lima,
    - d) Stack condltions,

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>78</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

- e) Decompositlon condltions,
- f) Need for materials and equipment due to the urgent Interventon,
- g) The adequacy of emergency response teams,
- h) Interaction from nelghborlng facillties

c. If the declsion ls made to accept the dangerous load, the management, operatlon, storage, security, emergency response unltls will be Informed and preparatlon and acceptance process will be started.

d. Lima acceptance If there ls a need to Inform the Port Authority, the Port Authority will be notified In wrtling to the Port Authority together with the grounds.

e. Material MSDS (Material Safety Data Sheet) will be provided before handling, IMDG-Code, IMSBC-Code will be examined and precautlons to be taken In case of fire and leakage of hazardous material will be determined and ready to be used at any tlme.

f. According to possible hazards for emergency first aid, the relevant tables and annexes of MFAG IN will be prepared.

g. The protective clothing to be used In the event of an accident or In the event of an accident shall be determined In accordance with the load type and the use shall be made available.

h. Measuring devices / modules will be available to ensure proper measurement by detecting gases that will be Inadequate In terms of dust emIsslons, toxic flammable vapor emIsslons and oxygen, according to the properties of the hazardous substance being handled.

i. All personnel (Including vehicle / truck operators) who will take part In the handling before the start of the handling shall be Informed about the hazards of the hazardous material and warning signs Indlcating the hazard to the areas handled shall be attached.

j. Regular measurements of toxic and flammable gas concentratlons and possible spreading of these dangerous solid bulk loads which may lead to toxic or flammable gas emIsslons In the field and vessel warehouse where they are temporarily stored, shall be carried out regularly with gas measuring devlces, The personnel will be allowed to enter the specified places.

k. The control of the exlstlng alarm system and the camera system to control and record the hand will be done.

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>79</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

l. The Dangerous Matter will be checked to ensure that it does not interfere with the way of transporting the harbor as soon as possible leaving the port.

m. Before handling, the details of the unloading / loading plan should be discussed with the ship's captain, to confirm whether there are any previous burdens or other dangerous cargoes that need to be separated in the warehouses, to ensure that the captain or the ship's personnel are the foundation of the hazardous cargo hazard.

n. In order to prevent the load from being poured into the sea and pier during the evacuation / evacuation, the necessary precautions shall be taken with the fixed / mobile systems, operators shall be warned about the handling, and if accidental dangerous material is poured into the scaffold, personnel shall be appointed for prompt collection.

o. We will ensure that the dangerous substance is transported in accordance with the proper labels and plates and equipment fitted with the necessary equipment.

p. Handling of dangerous solid bulk cargoes, other issues related to loading / unloading will be carried out within the framework of relevant legislation.

q. When the operation of handling dangerous solid bulk loads leads to the spread of dust that may cause ignition and flare / explosion, all applicable measures are taken to prevent such ignition and flare / explosion or to minimize their effects if they occur.

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>80</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

## APPENDIX A-1

### DUTY DEFINITION OF PERSONNEL TO BE ASSIGNED TO OPERATION OF HAZARDOUS MATERIALS

1. Responsibilities for handling solid bulk cargoes handled in our facility are as follows.

<b>ADI SOYADI</b>	<b>GÖREVİ</b>
Aziz Demir	Crane Operator
Selçuk Alibaş	Electrical Technician
Sezai Küçükoğlu	Belt length worker

2. The personnel responsible for the handling of Dangerous Goods that will arrive at the port facility are as follows.

- a) Identify the name of the Dangerous Material /
- b) The handling of the Dangerous Material will observe procedures related to the loading / unloading.
- c) Determines the necessary safety precautions to be taken by studying the hazards that may arise from the dangerous material.
- d) It specifies the protective equipment for staff to handle / evacuate and handle with respect to the dangerous substance.
- e) It informs them by coordinating meetings with persons who will handle / handle and handle hazardous materials.

3. Prevention of accidents that may occur during the handling of dangerous cargoes helps to implement the "Accident Prevention Policy" determined at the port facility. In order to minimize the damage to people and the environment by ensuring the safety of life, property and the environment and possible accidents.

4. The handling operation is stopped when a nonconformity is detected in the handling of the dangerous goods, thereby ensuring that the nonconformity is removed.

5. It constantly checks the fire, safety and safety measures measured and ensures that the deficiencies are eliminated immediately.

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>81</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

6. Provide coastal facility personnel and seafarers wearing protective clothing during loading, unloading and storage in case of handling dangerous goods.

**20-1-1**

7. Dangerous substance handling equipment to provide firefighting equipment for persons to fight fire and to ensure that fire extinguishers and first aid units and equipment are ready for use at any time.

8. Coordinates the operation of the emergency evacuation plan for the evacuation of ships and marine vessels in offshore installations in emergency situations.

9. Checks that persons engaged in the loading, unloading and handling of dangerous goods have been trained and certified. Inadequate personnel only allow short-term working of personnel with sufficient certifications.

10. Ensures that hazardous cargo is carried, handled, disassembled, stacked, temporarily suspended and inspected in a safe and proper manner by appropriately qualified, trained, occupational safety precautions personnel.

11. Check all of the compulsory documents, information and documents that need to be found in relation to the dangerous cargo. It does not allow handling of the load when it detects a deficiency.

12. Inspect the relevant documents to confirm that the dangerous cargo entering the facilities has been properly identified, classified, certified, packaged, labeled, declared, safely loaded and moved.

13. Keeps an up-to-date list of all dangerous cargo on site.

14. Takes the necessary safety precautions for unsafe, unsafe or hazardous materials that are hazardous to persons or the environment.

15. Ensure that emergency arrangements are made and that all relevant persons are informed.


16. Notify the port authority of dangerous cargo accidents.

17. Provide the necessary support and cooperation in the controls made by the official authorities.

18. Prevents vessels and marine vessels carrying dangerous goods from approaching berths and climbers without the permission of the port authority.

19. In case of an accident arising from dangerous substances, the Emergency Situation Plan shall be taken into account and the necessary emergency response shall be initiated.

**UNCONTROLLED**

	<b>Revizyon No</b>	<b>Yayın Tarihi</b>	<b>Revizyon Tarihi</b>	<b>Sayfa No</b>
	<b>08</b>	<b>01.06.2016</b>	<b>12.09.2025</b>	<b>82</b>
<b>TEHLİKELİ YÜK ELLEÇLEME REHBERİ</b>				

**UNCONTROLLED**

**20-1-2**

**20.** IMDG CODE, IMSBC CODE, BLU CODE and other documents are available at any time in connection with the cargo handled at the port facilities.

**21.** Allows the hot work and process procedure to be applied, taking into account the procedure for hot works to be carried out during the handling and / or storage of hazardous materials at the port facility.

**22.** Takes necessary measures and precautions to prevent dangerous cargo handled at the port facility from infecting the sea, soil, water or water drainage areas.

**23.** Medical First Aid taking into consideration the persons affected by the harms of dangerous cargoes and the "Medical First Aid Guide (MFAG)" attached to the IMDG CODE for persons requiring first aid after accidents involving these cargoes, will be transferred to the nearest hospital as soon as possible.

**24.** Dangerous goods shall be checked for use and maintenance of all kinds of equipment used for handling and stacking and which are not operated by force or by force, and shall transmit the faults to the relevant units.

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