

Terminal Information Booklet (TIB) Norsea Logistics AS Stordbase 2024



This Terminal Information Booklet (TIB) is made to meet users of the quay facility's need for information. The TIB contains preparedness information, general information about the port, routines for secure work and security (ISPS).

The information in the TIB will be used together with the industry's recommended practice, from the last edition of «International Safety Guide for Oil Tankers & Terminals» (ISGOTT), GOMO and ISPS regulations.

English edition.

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1. General Information

1.1. Contact info

Contact	Name	Phone number	Comment
Stordbase emergency number		404 92 475	
Switchboard		53 41 99 99 (during opening hours)	order.stord@norseagroup.com
Mooring assistance		400 00 262	
24-hour staffed phone (Outside opening hours)		400 00 542	order.stord@norseagroup.com
PFSO/Security leader	Line Hovland	481 57 337	line.hovland@norseagroup.com
ISPS Gatekeeper		464 41 554	portvakt.stordbase@norseagroup.com
Waste coordinator	Jan Erik Bårholm	930 06 271 (during opening hours)	Waste.stord@norseagroup.com
Logistics and operations center	Egil Isaksen	951 46 609 (during opening hours)	order.stord@norseagroup.com
Port manager	Stord Hamnestell	53 49 67 66	

1.2. Port info

Name of port	NorSea Logistics Stordbase havneanlegg
Address	Eldøyane 125
Port number	NOSRP-0003
Position	N 59° 45.16' Ø: 5° 29.01'
Website	https://norseagroup.com/no/bases/norsea-stordbase
Hot work on quay	On agreement with project lead
Diving	On agreement with PFSO/security lead
Drone flying	On agreement with PFSO/security lead

1.3. Opening hours

Normal opening hours are 07:00 – 15:00 Monday – Friday

Work outside normal hours must be agreed upon in advance.

1.4. References

ISGOTT	International Safety Guide for Oil Tankers and Terminals
GOMO	Guidelines for Offshore Marine Operations
ISPS	International Ship and Port Facility Security Code

2. Preparedness

2.1. Emergency response



Emergency response port facility

Emergency response

Rules that apply:

- Anyone staying or working in the base area should be familiar with the current **Emergency, HSE and Security** routines.
- Below are **notification routines** that apply in case of need for efforts from Internal or External emergency resources in the event of **fire / spill, security or health** inside the base area.

Familiarize yourself with local notification procedures so that inquiries can be addressed quickly and effectively if needs arise. (Important theme in «Toolbox Talk» - TBT)

More detailed information about company can be found on our website: <https://norseagroup.com>.

When calling emergency remember to state:

- Who is reporting?
- What has happened?
- Where? (exact location—quay/building No.)



**Fire/
Spill**



110



Police

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Health

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Local emergency Response: 404 92 475

Actions prior of emergency services arrival:

- Alert your colleagues - fire
- Close doors and windows in buildings,
- Use approved emergency exits only (Do not use elevator)
- Try to extinguish fire (If possible)
- In case of evacuation - meet on agreed evacuation point
- Lead the way for emergency vehicles

- Alert your colleagues as needed
- In case of evacuation - meet on agreed evacuation point
- Lead the way for emergency vehicles

- Provide necessary first aid if needed (Priority)
- CPR = 30 breaths x 2 x compr.
- Lead the way for emergency vehicles

Fire, Police and Ambulance will normally arrive 8-20 minutes after the alert has been completed. If a local emergency number (ER-Center) is notified, they will call out **local Emergency Response** (if present), who will take care of the first response until emergency services arrives at the scene. They will also organize that someone accompanies the emergency vehicles on arrival at the main gate. If needed, they will provide mobilization of 2nd. line emergency response team.

All users of the port facility must be familiar with the emergency response, including the closest fire alarm, extinguishing equipment, alternate escape routes and muster points in case of evacuation. Preparedness map in attachment 1.

Follow instructions from evacuation leader from company or vessel.

Emergency response in english and norwegian in attachment 3.

2.2 Emergency equipment

	Stordbase		
Emergency equipment	Quay 1	Quay 2	Quay 3
Life buoy	YES	YES	YES
Emergency ladder, moveable		YES	
Boat hook	YES	YES	YES
Absorbent material	On request		
Rescue stretcher		YES	
Wool blanket		YES	
Fire blanket		YES	
First aid equipment	YES	YES	YES
Eyewash		YES	
Defibrillator		YES	
Life jacket		YES	

2.3 Emergency communication

The primary method of communication between vessel and port facility is cellphone, secondary method is verbally in person.

3 Health, safety and environment (HSE)

3.1 General information

The responsibility for HSE during operations where vessels are docked is shared between representative from the vessel and the operation leader. The vessels representative and operation leader must follow current guidelines during the stay at the port facility and cooperate, to ensure a safe and effective operation.

During concurrent activities where the vessel coordinates the work, the vessel is to be considered as the «main company» and as of this responsible for ensuring a safe and secure work environment for all workers who reside or pass through the active area.

In the case of incidents or if the conditions at the port facility are in danger of injuring or damaging people, material or the environment, this must be alerted, according to the emergency response (attachment 3).

3.2 Personal protective equipment

Minimum mandatory personal protective equipment (PPE) at NorSea ports and facilities:

- High visibility clothing, (coveralls during work, and minimum hi-vis vest when residing in or crossing the facility area)
- Helmet
- Eye protection
- Safety shoes
- Life jacket when residing or working within 1 meter of the sea or mooring.
- Gloves

Vessel is to ensure that its visitors use correct PPE.

3.3 Drugs

All vessels arriving at the port facility must have established and implemented a drug policy / procedure

On suspicion that one, or several of the operators are under the influence of drugs, operations must be stopped.

3.4 Emissions

All planned air, sea or land emissions must be approved in advance by the relevant responsible authority. This also includes rinsing and surface treatment of the ship's sides over open sea. The port facility must be informed in advance of all planned emissions.

3.5 HES safety data sheet – labeling

When bringing / handling products which require mandatory labeling, HES safety data sheets must be available. Products must be labeled in accordance with legal requirements.

3.6 Hot work

Hot work at the port facility must be approved in advance. Contact project lead / contact person at NSL Stordbase.

3.7 Communication while loading and unloading

In the before work conversation (BWC), which communication system is to be used during the operation, must be decided. It is encouraged to complete a radio test, minimum each hour.

If needed to avoid misunderstanding, identification in communication between vessel and port facility can be agreed upon.

Good communication throughout the loading/unloading operation is fundamental for a safe operation. If a situation arises during the loading and unloading of goods, which warrants an emergency stop, this must be alerted as soon as possible through the communication system.

3.8 AIS signal – use of GSM-amplifiers

AIS must not be turned off during stay.

The use of GSM-amplifiers must be limited to a minimum during the stay, due to the danger of affecting nearby senders, as there is sensitive equipment at the base.

3.9 Neighbor consideration

At NorSea port facilities near residential areas, all users must show consideration and ensure that neighbors to the least possible degree are affected by ongoing activity in the evening and weekends. This holds true especially during noisy work, including alarms and use of light.

Vessels shall dock in such a way that residential areas are as protected as possible.

The captain of the vessel is responsible for ensuring that the vessel's operations lie within authority requirements.

3.10 Vessel / gangway

All vessels docked at the port facility must have installed an approved gangway with a safety net to ensure safe passage between the vessel and land. Access to/from vessel is forbidden before approved gangway is installed and secured.

The vessel must do a risk-based assessment to decide where on the quay to place the gangway, with consideration to the activity that will take place there, and eventual concurrent operations.

4 ISPS and Security

4.1 General info

The ISPS code has three security levels to indicate the degree of risk that a security incident will occur or be attempted:

Level 1 – Normal – Standard security measures, active at all times.

Level 2 – Raised – Extra security measures activated, and amount of people on patrol increases.

Level 3 – Exceptional – At this level further security measures are activated, for a limited period when an incident is probable or immediate. For NorSea's port facilities, this could mean denying or delaying a vessel's access to the port.

Given a change in security level, vessels will be informed and instructed by the security lead/PFSO.

If the security level rises, it might become relevant to fill out Declaration of Security (DOS).

DOS template can be found on our website.

4.2 Access for personnel and driving permissions

It is required to control access to the ISPS area. Both personnel and vehicles must be registered before they are granted access to the site. Personnel who cannot show valid identification will be denied access from the area, and security lead / PFSO will be alerted.

Access cards must be visibly carried in the ISPS area.

For companies who regularly require access to the ISPS area, a security agreement can be arranged. They will in that case be granted access to the system for ordering cards and driving permissions.

Visitor cards and driving permissions for sporadic access, or for shorter periods can be acquired by contacting security.

4.3 Supplies for the vessel

Supplies can be transported to the quay within current security rules. The vessels cranes can be used to load/unload own supplies and spare parts.

In the case of larger projects and in times where the quay area is busier, the vessel must notify NSL about their need for parking space on the quay site.

The vessel will be responsible for coordination between the different businesses in these kinds of operations.

4.4 Diving

It is not permitted to commence diving operations at the port facility, without having the operation approved in advance. At higher security levels, different rules may be in effect.

4.5 Fishing and Trap fishing

Fishing from quay or boat within 100 meters from land is not permitted

4.6 Use of drones

Use of drones must be in accordance with authority regulations. The port facility must be notified in advance if such activity is planned.

4.7 Secondary vessels – Mooring alongside another vessel

A vessel does not have permission to lie on the outside of another vessel, and commencing activity, without the port facility being notified in advance.

The port facility must be notified in advance of any transfer of cargo, bulk and bunkers between vessels (ship-to-ship).

4.8 Drinking water (FW)

Drinking water is ordered via NorSea Logistics Stordbase. Eventual needs for water tests must be ordered in advance.

6 Use of shore power on quay

NSL Stordbase has a shore power system at 60 HZ available on quay 1 and 2. Contact the port manager for connection.

6.1 Vessel responsibility

All vessels who connect to the shore power must be compatible with and have interface in accordance with NEK/IEC 80005-3. The vessel is responsible for its own verification.

In case of doubt, one can ask for assistance from companies/consultants with knowledge about the standard and vessel installation.

NorSea Logistics AS does not cover damages and / or costs related to wrong usage, power breaks, or use of power system without the vessels system being compatible and in accordance with NEK IEC 80005-3.

7 Pre-arrival communication

7.1 Quay reservation – port arrival notification

Vessels routed to NorSea terminal must give a port arrival notification at the latest 48 hours before arrival, or immediately as the vessel departs from the last port. Port arrival notification is given in "Safe Sea Net". Quay is reserved by email or phone from the logistics and operations center within regular working hours (7-15). Outside of regular working hours, use 24-hour staffed phone. Following information must be given when reserving quay spot:

- Name of the vessel
- Name of employer/operator company
- Name and phone number of contact person/agent for the entire operation
- Invoicing information quay/ISPS fee
- Estimated time of arrival (ETA)
- Estimated time of departure (ETD)
- Operation type (load-unload-mobilize / resource needs)
- Need for bunkering (Water-other)
- Need for waste handling

Logistics and operations center will confirm when quay is allocated

7.2 Quay site access / Crew lists

Before arrival, vessels must send crew lists to the ISPS Gatekeeper, along with an overview of eventual visitors and deliveries.

7.3 Quay reservation – port arrival notification for non-ISSC-approved vessels

Quay reservation and required information counts as of point 7.1.

For vessels without ISSC (ISPS) approval, arrival must be pre-approved by PFSO. Among other things, the vessels responsibilities and tasks to ensure the integrity of other vessels at the facilities must be clarified. For vessels without ISSC (ISPS) which have regular arrivals, it is possible to make a security agreement.

Information for arrival:

- A person on board must be familiar with the routines at the port facility, and take responsibility, ensuring that they are followed.
- Loading/unloading must be cleared before arrival
- Crew must stay onboard the vessel during stay, exceptions must be clarified with security (PFSO)
- Visits or crew change must be clarified with security (PFSO)

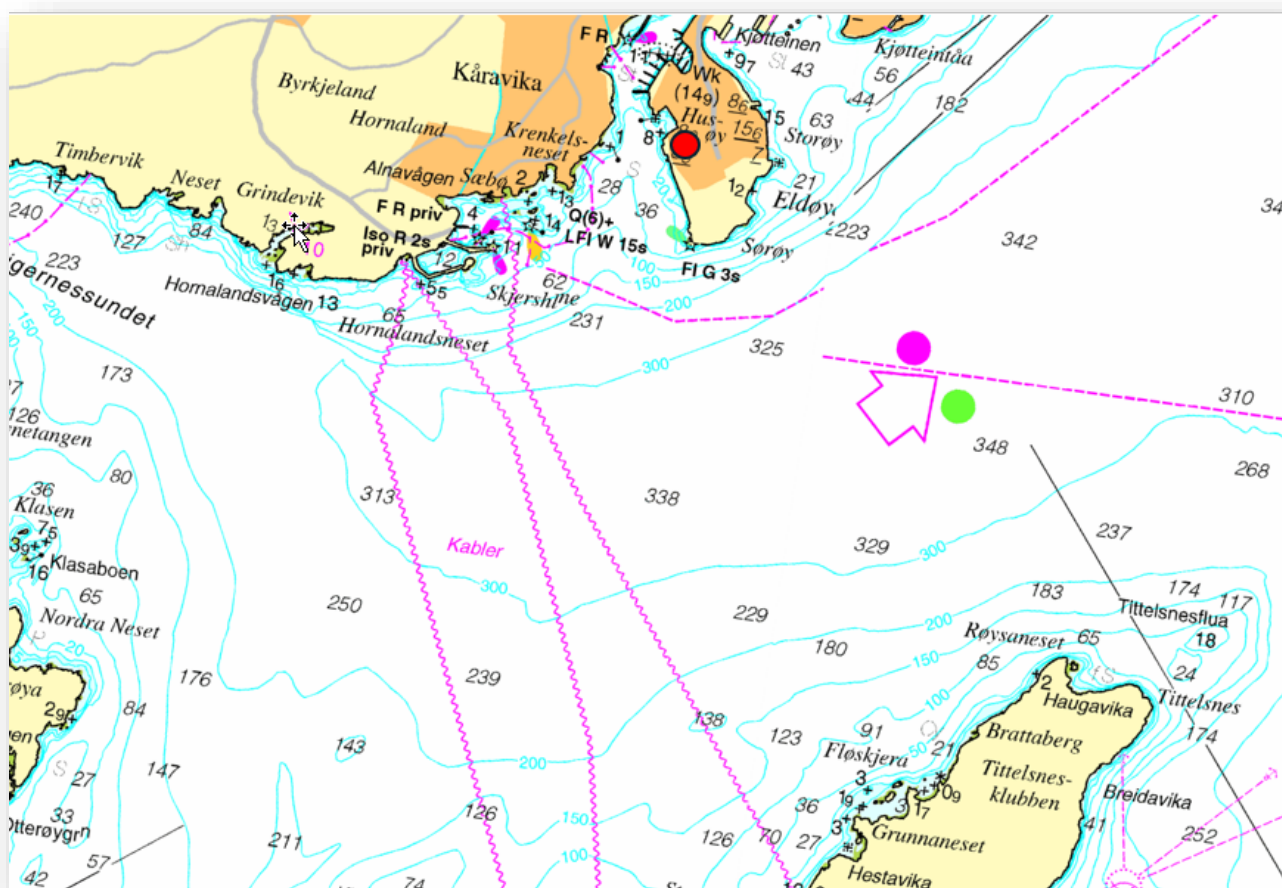
7.4 Waste handling

If needed, waste delivery/management can be ordered through email to waste.stord@norseagroup.com. Note that the waste deliverer is open Monday – Friday 07:00 – 15:00, and waste containers will be delivered the first working day after the order was made.

We want to bring extra attention to correct handling of kitchen and food waste from international traffic, which must be handled as category 1 waste. Ref. regulation FOR-2016-09-1064 "animaliebiproduktforskriften".

8 Sail-in to port facility – pilot service - anchorage

8.1 Sail-in



Recommended guidelines:

Eldøyane Industripark (Stord base)

Eldøyane vest – Ro/Ro-kai

- Skip med lengde over 90 meter (LOA), skal så langt det lar seg gjøre planlegges å anløpe med babord side til kai. Dette grunnet de vansker og risikoer styrbord tillegg medfører (avstand til grundtområde, mangelfull mulighet for fortøyning samt at kaien er meget værutsatt). Skip med lengde over 120 meter må ha 1 taubåt.
Dersom skip med lengde over 90 meter allikevel må anløpe med styrbord side til kai, og skipet ikke har baugpropell av tilfredsstillende styrke samt høyløftror eller tilsvarende skal taubåt brukes.
- Vind fra ugunstig retning og styrke vil kunne medføre ytterligere restriksjoner ved anløpet.

Eldøyane industry park (Stord base)

Eldøyane vest – Ro/Ro-kai

- Vessels over 90 meters long (LOA) must, as far as possible, plan to arrive with the port side to the quay. This is because of the risks difficulties that arriving starboard would cause (distance to shallow area, few mooring options and the quay is very susceptible to the weather). Vessels longer than 120 meters must have 1 tugboat.
If vessel over 90 meters must arrive with starboard side to quay, and the vessel has no bow thruster of sufficient strength and no high lift rudder or equivalent, a tugboat must be used.
- Wind from unideal directions and strength can further restrict arrival.

8.2 Pilot service

Vessels in route to and from port facilities must follow current regulations relating to use of pilot in Norwegian waters. A copy of these regulations can be obtained from the pilot service and can also be found on www.kystverket.no.

8.3 Anchorage and waiting areas

If anchorage is needed, contact port manager for approved anchorage areas.

9 The port facility

9.1 quay data

	Length	Ro-ro	Pier	Length inc. Pier	Depth	Load	Point load	Height
Kai 1	62 m	18 m	-	-	9 m	5 Te m2	75 Te	3 m
Kai 2	50 m	-	8 m	85 m	9 m	5 Te m2	75 Te	3 m
Kai 3	145 m	-	-	-	10 m	10 Te m2	100 Te	3 m

9.2 Shore power

Quay	16A/230V – 1-phase	32A/400V 3- phase+N	63A/400V 3- phase+N	125A/400V 3- phase+N	80A/500V 3- phase+N
1		X	X	X	
2		X	X	X	X
3	X	X	X	X	

Ro-ro	X	X
Pier		X

10 Mooring

10.1 General information

Vessels must exercise caution when mooring, to avoid damaging the quay or fenders. The high friction in the tires must be taken into consideration so that no dangerous situations arise. Vessels with their own permanent fenders must make sure these do not damage the fender mounts on the quay. Eventual damage to the quay or fenders must immediately be reported to the logistics and operations center.

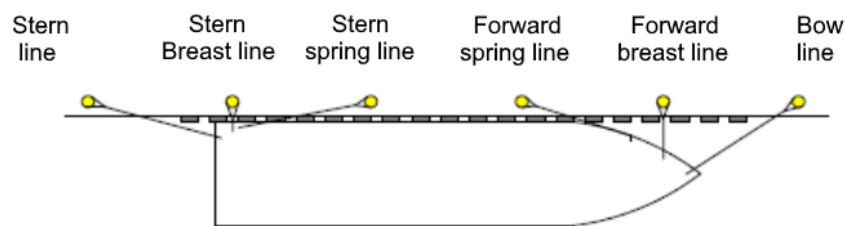
Mooring points are localized along all quays. (See attached sketches).

Quay info is available on our homepage: www.norseagroup.com.

There is no set limit to vessels length or width, but for larger vessels who need mooring arrangements exceeding normal mooring, the port facility must be notified well in advance to develop a mooring plan.

General guidelines for mooring:

- Breast lines should be orientated as perpendicular as possible to the vessel and be placed as close to the bow or the stern as possible.
- Bow and stern lines should be oriented as parallel to the vessel as possible.
- The mooring lines vertical angle should be kept to a minimum.
- In general mooring lines of the same size and material should be used for all lines. If this is not possible all lines in the same "service" be of the same size and material.
- Mooring lines should be arranged such as that all lines in the same "service" are approximately the same distance from the vessels winch and the bollard on the quay.



Standard mooring including Breast lines

Vessels must use approved mooring personnel on land. Contact logistics and operations center to order mooring.

Method of communication will be agreed on before the mooring starts. Ensuring that the vessel is moored properly during the entire stay, as well as that the mooring lines function as intended and are appropriately tightened according to the weather, is the captain's responsibility.

If needed, (eventual requirement from NorSea, shipping company, insurance company, authorities or captain) a mooring procedure will be developed which will be approved by the parties or by certification entity before the vessel arrives.

Through its partners, NorSea has the capability to perform mooring analyses, as well as getting these approved if necessary (typically when mooring larger vessels, semi-submersibles etc.).

10.2 Tugboats

There are no requirements for the use of tugboats during mooring.

The vessel's captain is responsible for ensuring that mooring is conducted in a safe manner.

The port facility's requirements for tugboats may increase depending on the pilot, the vessel's maneuverability, and weather conditions.

There is no requirement to install "Emergency Tow Off" wires (ETOPS or "fire wire") for use in case of emergency towing of the vessel from the quay. This remains a point on the ISGOTT checklist, but OCIMF recommends discontinuing this practice. The vessel's Captain must decide whether to install this on their vessel.

11 Distribution of responsibilities

11.1 Jurisdiction

Norway has signed a letter of intent for port state control. This means that inspections of the terminal, as well as vessels, may occur.

The purpose of these inspections is to determine whether the vessels/terminal meet all relevant national / international standards.

11.2 Conditions for Acceptance

The vessel's Captain is responsible for ensuring that all vessel operations comply with regulatory requirements, best practices, and relevant standards.

11.3 Distribution of Responsibilities

Responsibility for the safe execution of operations while a vessel is docked at NorSea lies with the vessel's Captain and NorSea's representative, or the responsible representative from other companies operating at the quay.

A safe job is best achieved through good cooperation, coordination, and effective two-way communication among all involved parties. All operations should be conducted with a shared understanding.

The vessel's crew must understand that the responsibility for loading and unloading on board the vessel rests with the vessel's Captain.

Terminal Information Booklet

The vessel is responsible for ensuring a secure connection between all transfer equipment and the vessel's tanks/cargo holds.

The vessel is also responsible for the unloading of products and the discharge of oil products from the vessel.

12 Table of Attachments

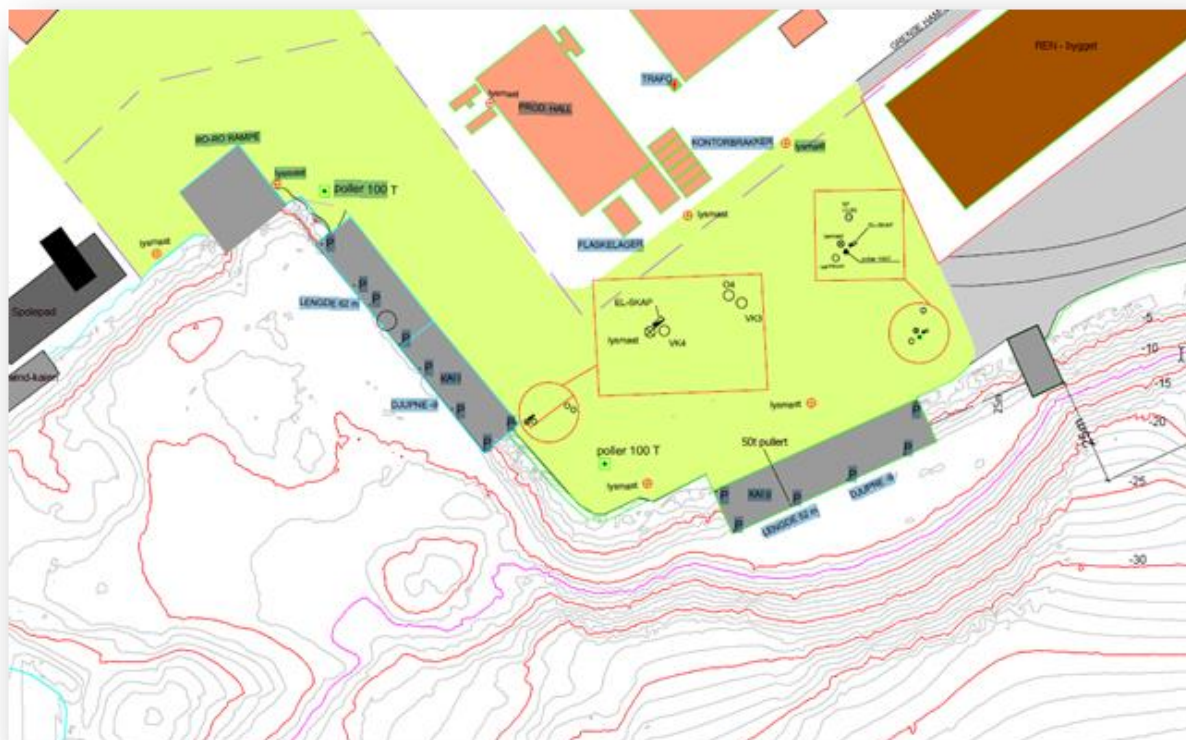
Attachment 1	Map of Quays, Walkways, and Emergency Facilities
Attachment 2	Quay Conditions and Mooring Points
Attachment 3	Emergency Instructions for NorSea (Location) (Norwegian/English)
Attachment 4	Types of Access Cards

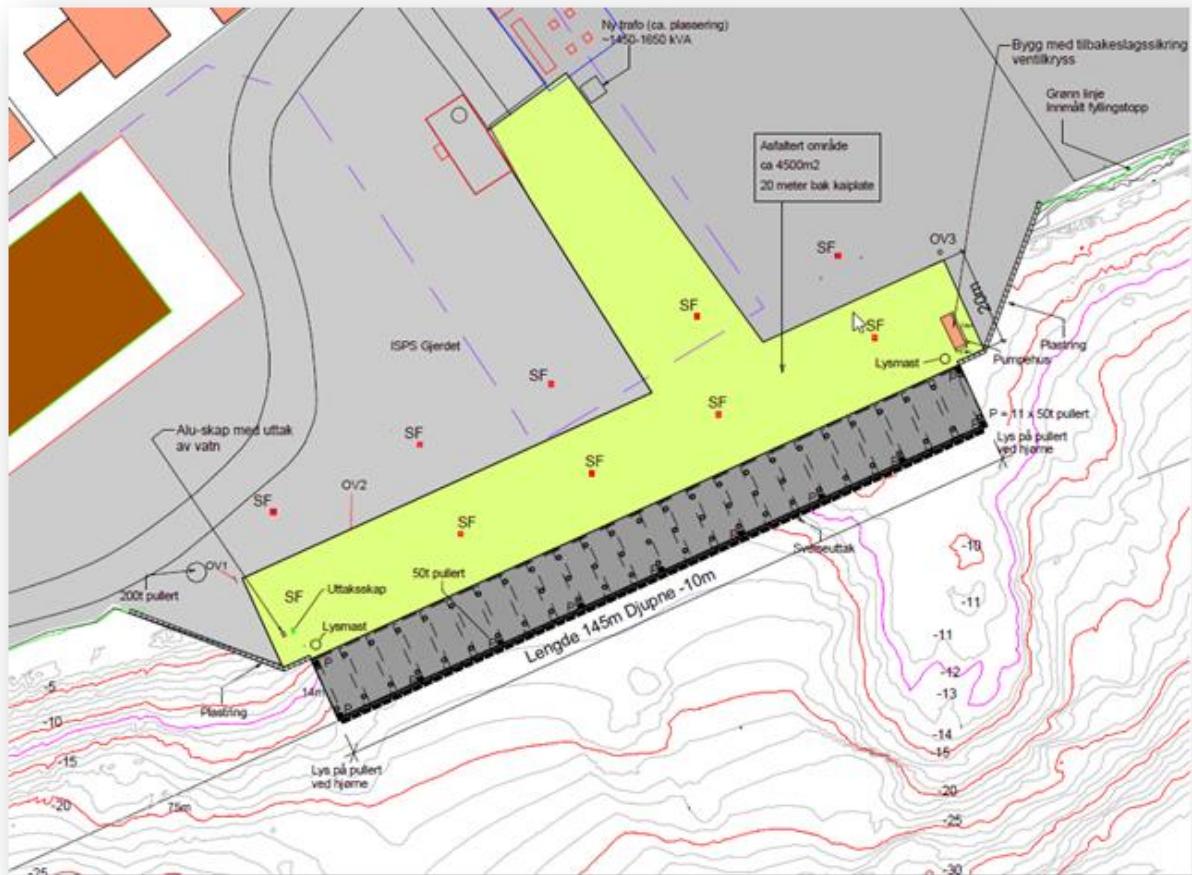
Attachment 1 Map of Quays, Walkways, and Emergency Facilities



Attachment 2 Quay Conditions and Mooring Points

Terminal Information Booklet





Attachment 3 Emergency response



Nødinstruks

Hva gjelder:

- Enhver som skal oppholde seg eller arbeide på baseområdet skal gjøre seg kjent med gjeldende Beredskap-, HMS- og Sikringsrutiner.
- Under er Varslingsrutiner som gjelder i tilfelle behov for innsats fra Interne eller Eksterne beredskapsressurser ved hendelser innfor Brann/utslipp, Sikring eller Helse på baseområdet.

Gjør deg kjent med lokale varslingsrutiner slik at varsling kan gjennomføres raskt og effektivt om behov skulle oppstå. (Viktig tema i «Før Jobb Samtale» - FJS)

Mer informasjon selskapet på våre nettsider: <https://norseagroup.com>

Ved varsling

- Hvem er melder?
- Hva har hendt?
- Hvor? (nøyaktig stedsangivelse kai/bygg Nr.)



**Brann/
Utslipp**



110



Politi



112



Helse



113

Nødnummer lokalt: 404 92 475

Før hjelpen ankommer:

- Varsle dine kollegaer ved brann
- Lukk dører og vinduer i bygg,
- Bruk godkjente nødutganger (Ikke benytt heis)
- Prøv å slukke (Hvis mulig)
- Ved evakuering - møt på avtalt Møteplass
- Vis vei for utrykningskjøretøyer

- Informer kollegaer etter behov
- Ved evakuering - møt på avtalt møteplass
- Vis vei for utrykningskjøretøyer

- Gi nødvendig førstehjelp ved behov. (Prioriter)
- HLR = 30 innblåsing x 2 x komp.
- Vis vei for utrykningskjøretøyer

Brann, Politi og Ambulanse vil normalt ankomme 8-20 minutter etter at varsling er gjennomført.

Hvis lokalt nødnummer benyttes vil de kalle ut **lokalt industrivern** (dersom til stede), som tar hånd om førsteinnsats inntil nødetater ankommer skadested. De vil også organisere at noen ledsager utrykningskjøretøyene ved ankomst hovedport.

Ved behov vil de sørge for mobilisering av 2. linje beredskapsstab.



Emergency response

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- Below are **notification routines** that apply in case of need for efforts from Internal or External emergency resources in the event of **fire / spill, security or health** inside the base area.

Familiarize yourself with local notification procedures so that inquiries can be addressed quickly and effectively if needs arise. (Important theme in «Toolbox Talk» - TBT)

More detailed information about company can be found on our website: <https://norseagroup.com>.

When calling emergency
remember to state:

- Who is reporting?
- What has happened?
- Where? (exact location—quay/building No.)



**Fire/
Spill**

 **110**



Police

 **112**



Health

 **113**

Local emergency Response: 404 92 475

Actions prior of emergency services arrival:

- Alert your colleagues - fire
- Close doors and windows in buildings,
- Use approved emergency exits only (Do not use elevator)
- Try to extinguish fire (If possible)
- In case of evacuation - meet on agreed evacuation point
- Lead the way for emergency vehicles

- Alert your colleagues as needed
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- Provide necessary first aid if needed (Priority)
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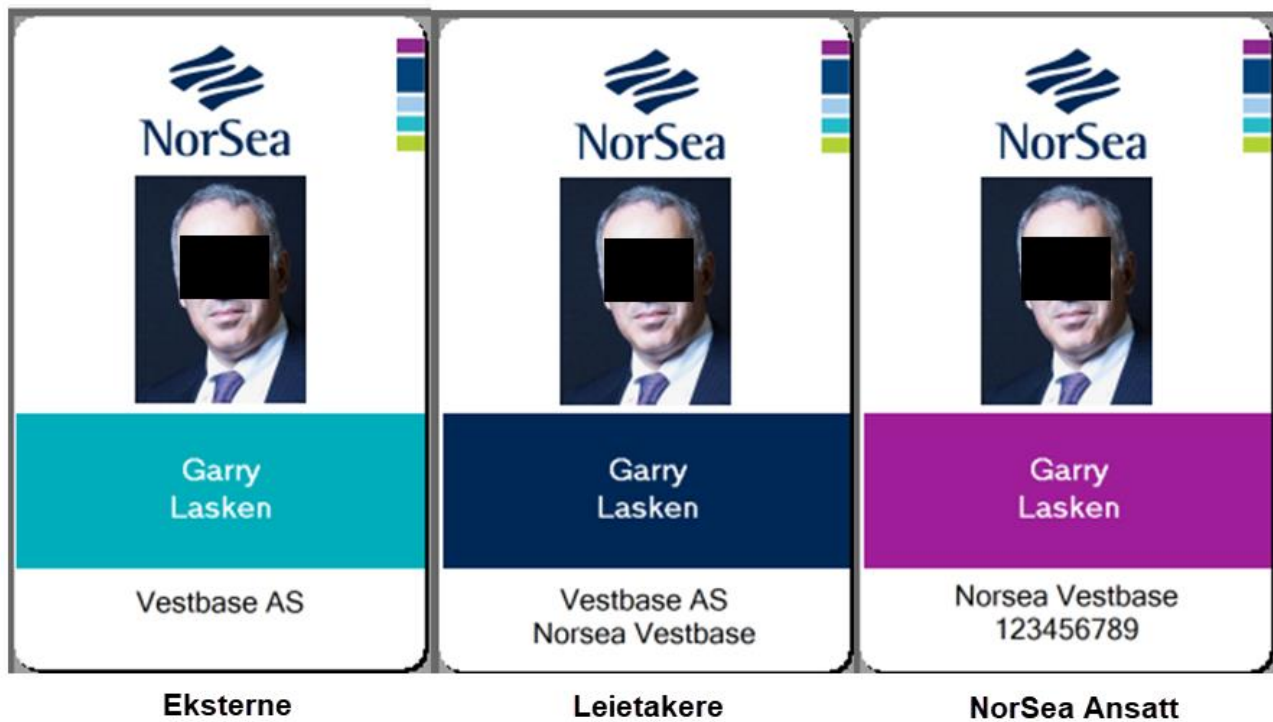
Fire, Police and Ambulance will normally arrive 8-20 minutes after the alert has been completed.

If a local emergency number (ER-Center) is notified, they will call out **local Emergency Response** (if present), who will take care of the first response until emergency services arrives at the scene. They will also organize that someone accompanies the emergency vehicles on arrival at the main gate.

If needed, they will provide mobilization of 2nd. line emergency response team.

Attachment 4 Types of Access Cards

Permanent Access:



AUTHORIZED ID FOR ISSUANCE:

Driver's License

Driver's License on App

Passport

Bank Card with Photo

Company Card with Photo (Defined)

Temporary Access



Besøkende

AUTHORIZED ID FOR ISSUANCE:

Driver's License

Driver's License on App

Passport

Bank Card with Photo

Company Card with Photo (Defined)