Terminal Information Booklet (TIB)
NorSea Logistics AS
Vestbase, Kristiansund
2023

This Terminal Information Booklet (TIB) has been created to meet the information needs of users of the port facility. TIB contains emergency information, general port information, routines for safe work and security (ISPS).

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

English Version.

Index

1 General

1.1 Contact information

Contact info	**Phone number**	**e-mail**
NorSea Vestbase Emergency Response Centre (ERC)	464 14 140	Vestbase.Varslingssentral@Norseagroup.com
Logistics and Operations Center (LOC)	994 91 800	bestilling.vestbase@norseagroup.com
Duty phone	994 91 800	
PFSO	988 61 553	VB-PFSO@Norseagroup.com
Mooring personnel	464 14 140	
Shore power (NorSea Property)	901 96 291	vb-eiendom@norseagroup.com

1.2 Port information

Name of port	Vestbase
Address	Omagata 110c, 6517 Kristiansund
Port number	
Latitude	
Longitude	
Website	https://norseagroup.com/no/bases/norsea-vestbase
Application hot work / diving	https://map.norseagroup.com/Anonymous?baseId=130

1.3 Opening hours

Normal opening hours are 08:00 – 16:00 Monday – Friday

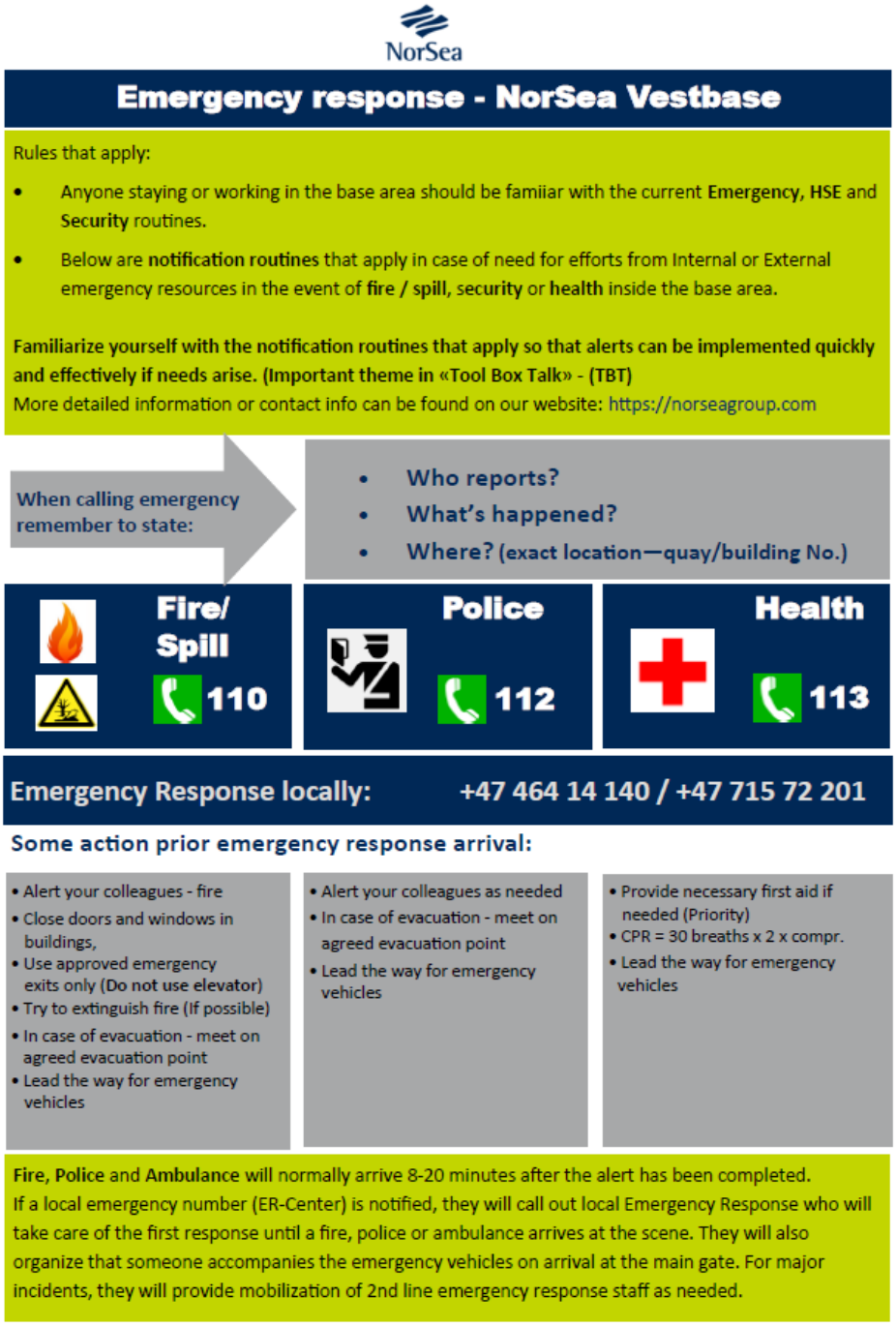
Assignments outside normal working hours must be agreed in advance.

1.4 Reference

ISGOTT	International Safety Guide for Oil Tankers and Terminals	https://www.ocimf.org/publications/books/international-safety-guide-for-tankers-and-terminals-1
GOMO	Guidelines for offshore Marine Operations	
ISPS	International Ship and Port Facility Security	https://www.kystverket.no/en/sea-transport-and-ports/port-facility-security--isps/port-facility-security-isps/

2 Emergency

2.1 Emergency instruction



Emergency instructions port facility

Everyone must be familiar with this as well as the nearest fire alarm, extinguishing equipment and alternative escape routes, assembly point in case of evacuation. A contingency map can be found in Appendix 2.

Follow instructions from evacuation manager from company or vessel.

Emergency instructions in Norwegian and English can be found in Appendix 3.

2.2 Emergency equipment

	Vestbase Kristiansund										Averøy	
Emergency equipment	**Kai 2**	**Kai 3**	**Kai 4**	**Kai 5**	**Kai 6 Ø**	**Kai 6 V**	**Kai 7**	**Kai 7 Ø**	**Kai 8**	**Kai 9**	**Kai 20**	**Kai 21**
Lifebuoy	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Rescue ladder, movable	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Boat shake	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Absorbing material	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Rescue stretcher	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Wool blanket	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Fire blanket	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
First aid kit	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Emergency shower incl. eye rinse					YES	YES	YES			YES		

2.3 Emergency communication

The primary form of communication with vessels and port facilities is telephone, secondary communication is verbal direct.

3 Health Safety and Environment (HSE)

3.1 General

HSE responsibility for operations when the vessel is docked is shared between the responsible representative from the vessel and the manager of operations. The vessel's representative and responsible manager must follow current guidelines during their stay at the port facility and coordinate to achieve a safe and efficient operation.

In the case of simultaneous activities where the vessel coordinates the work, the vessel is to be considered the "main company", including responsibility for coordinating and coordinating a safe and sound working environment for everyone who works, stays or passes through the area where the activity takes place.

In the event of incidents, arrivals or conditions at the port facility that may cause damage to personnel, material or the environment, this must be notified in accordance with emergency instructions (appendix 2)

3.2 Personal protective equipment

Minimum requirements for Personal Protective Equipment (PPE) that apply when operating on NorSea's docks and facilities:

- Visibility clothing, (overalls when working, and a minimum visibility vest when walking on walkways or staying in the base area)
- Helmet
- Eye protection
- Safety shoes
- Life jacket when staying or working within 1 meter of the sea or when mooring.
- Gloves

The vessel is responsible for visitors to the vessel using the correct PPE.

3.3 Drugs

All vessels arriving at the quay must have established and implemented a drug policy / procedure.

Operations must be stopped if there is suspicion that one or more of the operators is under the influence of drugs.

3.4 Smoking and use of matches and lighters

Smoking and the use of open flames are prohibited on all quays. This is shown by signs and is according to the ISGOTT standard.

When loading Bunker's products, no one should carry matches, lighters or similar flammable sources. It is responsible manager at vessels and on shore that are responsible for ensuring this.

Breach of these regulations can mean a halt in operations and the vessel being forcibly moved from the quay. NorSea reserves the right to prohibit smoking, at any time, also outdoors on board vessels that are docked.

3.5 Emissions

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

3.6 HSE safety sheets - labelling

When importing / handling hazardous products, HMS safety data sheets must be available. Products must be labeled in accordance with legal requirements.

3.7 Hot work

When carrying out hot work on board the vessel or on the quay, this must be applied for and approved in advance. Information about the current rules and the submission of an application is done via the internet.

See contact information for a link to the application form.

3.8 Communication during loading and unloading

During the toolbox talk (TBT), it must be agreed which communication system to be used during the assignment. It is encouraged to carry out a connection test at least every hour.

Identification using the vessel's name should always be included in communication to avoid misunderstandings. Quay identity must be port and quay number.

Good communication during loading/unloading operations is fundamental for a safe operation. If, during the loading and unloading of goods, a situation should arise where it is necessary to carry out an emergency stop, this must be notified immediately via the agreed communication system.

3.9 AIS signal – use of GSM amplifier

AIS must not be turned off while the vessel is moored at NorSea Vestbase. This is because the AIS is used as NorSea Vestbase Logistics and Operasjon Center's "radar" for the harbor terminal. Use of GSM amplifiers must be limited to a minimum. This because of sensitive equipment at the base and the airport, which maybe affected from these signals.

3.10 Neighborhood consideration

At NorSea quay facilities, which are located close to residential areas, all users must show consideration and ensure that neighbors are affected to the least extent possible by ongoing activity in the evening and at the weekend. This applies especially to noisy work including alarms and the use of lights.

If possible, vessels must be placed in the direction on the quay which means that buildings are as sheltered as possible.

The vessel's captain is responsible for ensuring that the vessel's operations are within the framework of official requirements.

3.11 Vessels / access to land

All vessels berthed must have an approved gangway with a safety net installed to ensure safe passage between vessel and shore (Ref. § 9, Regulations on safety measures etc. on passenger, cargo ships and barges). Access to/from vessels is not permitted until an approved gangway has been installed and secured.

The vessel must risk assess where the gangway is set down on the quay in view of the activity to be carried out and simultaneous operations such as bunkering etc.

4 ISPS and security

4.1 General

The ISPS code has three security levels for indicating the degree of risk that a security event will be attempted or occur:
- At this level, additional security measures are put in place for a limited period of time when an incident
***Level 1 - Normal** - Standard security measures are in use at all times*
***Level 2 - Elevated** - Extra security measures are put in place and the number of people on patrol is increased*
***Level 3 – Exceptional** is probable or immediate. For NorSea's port facilities, this may involve turning away vessels or delaying the vessel's arrival.*

In the event of changes in security level, vessels will be made aware and instructed via the Security Manager/PFSO and the Logistics and Operations Center on how to behave.

When the security level is increased, it may be necessary to fill in the Declaration of Security (DOS).
DOS Template can be found on our website.

4.2 Personal access and driving permit

There is a requirement for control of access to the ISPS area. Both people and vehicles must be registered before they can enter. Personnel who cannot produce valid identification will be expelled from the area and the security manager/PFSO will be notified.
Access cards must be worn visibly inside the area.

For companies that have regular traffic into the area, an insurance agreement must be entered into. This will give access to the system for ordering cards and driving permits.

Visitor cards and driving permits for occasional access or for shorter periods can be obtained by contacting Security.

For more information, see website

4.3 Supplies to vessel

Supplies can be transported to the quay within the applicable safety rules. The vessel's cranes can be used to load/unload own supplies and spare parts, but equipment that can emit sparks must not be lifted unless this has been approved by the Logistics and Operations Centre.
In the case of larger projects and large activity, the vessel must assess the need for the establishment of parking spaces adjacent to the quay. The vessel will be responsible for coordinating such assignments between the various businesses.

4.4 Diving

It is not permitted for diving operations to take place at the quayside without prior approval.
In the event of an increase in the security level, special rules will apply.

4.5 Fishing and use of fish trap

Fishing from a quay or boat within 100 meters of shore is not permitted.

4.6 Use of drones

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

5 Bulk and bunkers operation

5.1 General

All operations at NorSea's quays must be carried out in accordance with current regulations and recommendations in relevant documents such as ISGOTT ("International safety guide for oil tankers and terminals") and GOMO (Guidelines for Offshore Marine Operations).
Safety zones for bunkering are normally 20 meters from the vessel and all other activity must be stopped unless otherwise clarified in advance.

5.2 Ship/shore check for bunker loading/unloading

Before starting bunkering MGO, a representative from NorSea Vestbase, unit Bulk, will ask for a review and signing of the Ship/Shore Safety Check List.

The information in the checklist formalizes the cooperation between the vessel's representative and personnel on shore.
There must be agreement on all relevant points before the operation can begin. Safety data sheets are available on request and dangers associated with handling certain goods must be discussed before starting the operation.

The agreements made via this document and others are valid as long as the vessel is docked. Changes or deviations must be made in writing.

All items in the Ship/Shore Check List must be followed continuously, and the items must be checked formally at intervals not exceeding four hours.

In the event of an emergency in connection with bulk/bunker operations, all pumps must be stopped immediately. Resumption of the operation shall not take place until an agreement has been reached between both parties.

5.3 Hoses and couplings

The vessel is responsible for checking its own hoses in accordance with the ISGOTT standard. Certificates must be available for checking before the operation starts.
The vessel is responsible for ensuring that the hoses are laid out and connected/disconnected in a proper manner.
Personnel from NorSea, unit Bulk, must ensure that the hoses are connected/disconnected on land.

5.4 Bulk / bunkering speed

A tool box talk (TBT) must be conducted before the operation starts. Here, the maximum speed of loading and unloading must be determined. This speed can never exceed the line's maximum flow rate.
Account must be taken of the need for measures when handling products defined as static accumulators. If the need arises, there must also be agreement on procedures for topping off the tank on land/vessel.

5.5 Loading amounts

The vessel must report the amount of product unloaded/loaded per hour, every hour. The terminal compares with corresponding reports from land.

Should major deviations occur in these figures, the operation must be stopped and the reasons identified before continuing/completing the operation.

5.6 Restrictions in operation

	Stop in crane operations	Stop in loading and unloading operations	Disconnection of hoses	Leave quays (General)
Wind speed	According to crane-specific limitations or what the crane operator decides based on the type of load to be handled.	22 m/s or when the captain order	24 m/s or when the captain order	28 m/s
Lightening	Lifting operations with mobile cranes must be stopped in the event of a thunderstorm.	Bulk/bunker operations must be stopped when there is a risk of lightning strikes. Tank openings, ventilation systems and valves must be closed.		
Wave heights		If waves create so much movement in the vessel that work can no longer continue at an acceptable level of safety, the operation must be stopped		Consideration should be given to releasing the vessel from the quay at high wave heights. This point applies regardless of wind speed
General	Restrictions in relation to wind or wave height may vary based on the type and size of vessel. This must be clarified between the vessel's captain and the Logistics and Operations Center and communicated in the line.			

5.7 Emergency stop

Emergency stop when delivering MGO takes place via a manual, electric emergency stop switch that is handed over from shore to the vessel and operated by the vessel. This emergency stop activates a valve located on the shore tanks. If this is used, the terminal manager must be notified immediately via UHF radio.

Emergency stop for mud loading, base oils, brine and dry matter takes place via radio contact and manual valve operation.

5.8 Secondary vessels – Mooring alongside another vessel

A vessel is not permitted to lie on the outside of another vessel and carry out an activity without this being approved in advance by the Logistics and Operations Centre.

The transfer of cargo, bulk and bunkers between vessels (ship-to-ship) is coordinated by the Logistics and Operations Center, which may involve the Bulk and bunkers unit.

When transferring large quantities (> 6 m3) of liquid with a low flash point, vessels must inform the local fire service and the Logistics and Operations Centre. Logistics and the Operations Center must also inform the Emergency Response Center about the times for the activity.

5.9 Drinking water (FW)

Drinking water is ordered via NorSea, unit Bulk. Any need for water samples must be pre-ordered.

5.10 Portable electrical equipments, including telephine

According to the ISGOTT standard, only approved EX equipment must be used during bunker operations.

6 Use of shore power

Shore power is available at most of our quays along the coast. We encourage everyone who has the opportunity to use our shore power plant so that together we reduce the CO2 footprint on our bases, as well as safeguard the biodiversity in the sea around us.

Availability / location of shore power is shown in the quay overview.

Our shore power systems supply 50 or 60hz and 440 or 690V.
Max power output 750 kVa. The plants can be fully loaded at the same time.

6.1 Connection / use of shore power plant

- Before first time use, user must be created: send name of ship, owner, e-mail and mobile number to: vb-eiendom@norseagroup.com
- The drum on the quayside is equipped with a screen that has a look-up menu.
- Log in with ship name on the operating screen.
- Select the current voltage and frequency on the screen.
- The connection procedure is also on the drum
- When disconnected, the consumption is recorded, an invoice is sent directly to the shipping company.
- Faults or damage to the system must be notified as soon as possible
-

6.2 Contact information for shore power

NorSea Property, phone: +47 901 96 291
e-mail: vb-eiendom@norseagroup.com

6.3 Vessel responsibility

All vessels that connect must be compatible with, and have an interface in accordance with NEK/IEC 80005-3. The vessel itself is responsible for its own verification.

In case of doubt, assistance can be requested from companies/consultants with knowledge of the standard and vessel installations.

NorSea Logistics AS is not responsible for damages and/or costs related to incorrect use, power outages, or use of the facility without the vessel's systems being compatible and in accordance with NEK IEC 80005-3.

7 Arrival communication

7.1 Ordering of quay – arrival notice

Vessels planning to arrive NorSea terminal must report their arrival no later than 48 hours before arrival, or immediately when the vessel leaves the last port/installation. Arrival notification is entered in "Safe Sea Net"

Dock is ordered per E-mail at the Logistics and Operations Center during normal working hours (8am-4pm). Outside normal working hours, contact the duty telephone.
The following information must be provided when booking a berth:

- Name of vessel
- Name of client/operating company
- Name and tel. to the responsible contact person/agent for the assignment during the entire stay.
- Invoicing information quay/ISPS fee
- Estimated time of arrival (ETA)
- Expected length of stay (ETD)
- Type of assignment (unloading-loading-mobilization / resource requirements)
- Need for bunkering (Water-MGO-other)
- Need for waste management

Logistics and the Operations Center will confirm when a quay has been allocated.

7.2 Personal access / Crew list

Before arrival, vessels must send crew lists.

7.3 Ordering of quay – arrival notice for non-ISSC approved vessels

Ordering a quay and requirements for submitted information apply as in section 7.1.

For vessels without ISSC (ISPS) approval, calls must be approved in advance by the PFSO. Responsibilities and tasks must be clarified to ensure that the call is carried out in such a way that the integrity of other vessels at the quay is safeguarded.
For vessels without an ISSC (ISPS) that regularly port calls, it will be possible to enter into a security agreement.

Information for calls:

- A responsible person must be designated on board who knows the routines at the port facility and who is responsible for the stay.
- Unloading/loading must be cleared before calling.
- Crew must stay on board the vessel during the stay. Deviations from this shall cleared with Security (PFSO)
- Visits or crew changes must be cleared with Security (PFSO)

7.4 Waste management

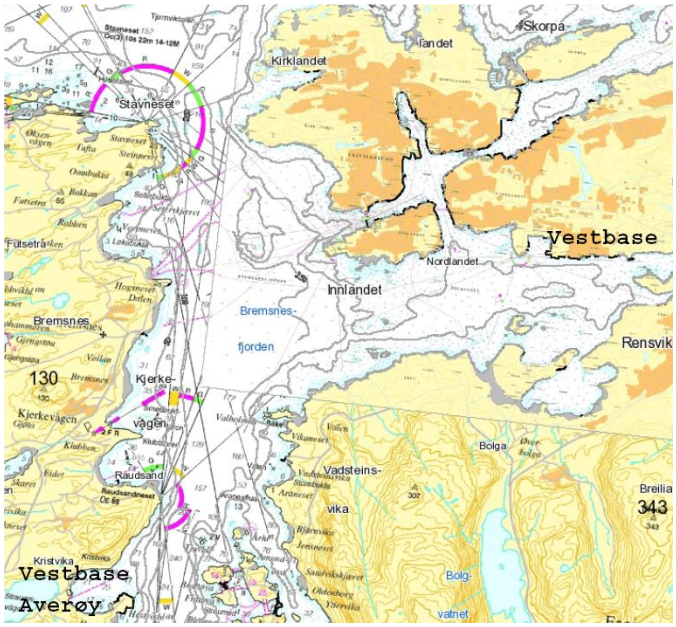
If there is a need to deliver/handle waste, this must be specified on the arrival notification.

Particular attention is paid to the correct handling of **kitchen and food waste from international traffic**, which must be treated as category 1 waste. Ref. regulation FOR-2016-09-1064 on animal by-products that are not intended for human consumption.

NB! If a gas atmosphere (H2S or Hydrocarbon atmosphere) has been detected on board the vessel before arrival, the vessel must follow the correct routines - ref. Appendix 4

8 Sailing to the port facilities – pilot service - anchoring

8.1 Sailing



Information about entry / access:

The seaward approach to NorSea Vestbase AS and NorSea Vestbase Averøy starts through The Bremsnesfjord. The fjord is relatively clean, and the shallow areas that can be dangerous for the voyage are marked.

To arrive to NorSea Vestbase AS one must enter Bolgsvaet via Omsundet, from the Bremsnesfjord one keeps towards Innlandet with the Bolgfallet to the south, in the white sector of Vikanholmen. All shallows are marked.

The area is ice-free all year round.

Sea charts no: 35-36, 128, 308 and 454

Den Norske Los

8.2 Pilot service

Vessels in route to and from port facilities must follow the current regulations regarding the use of pilots in Norwegian waters. A copy of these regulations can be obtained from the pilot service and is otherwise available at www.kystverket.no.

8.3 Anchoring and waiting areas

If anchorage is required, contact the Port Authority for approved anchorage areas.

9 Quay facilities

9.1 Quay data

	Vestbase Kristiansund										Averøy	
QUAY DATA	Quay 2	Quay 3	Quay 4	Quay 5	Quay 6 Ø	Quay 6 V	Quay 7	Quay 7 Ø	Quay 8	Quay 9	Quay 20	Quay 21
General information												
Length (m)	60,0	45,0	80,0	80,0	160,0		63,0 *	45,0	100,0	40,0	72,0	80,0
Ro-Ro (m)	n/a	n/a	30,0	30,0	n/a	n/a	n/a	n/a	n/a	n/a	20,0	n/a
Length to Ductalb (m)	25m N								40m Ø	25m Ø		20m V
Depth (LLV) (m)	10,0	8,0	10,0	10,0	10,0		7,3	9,0	21,4	10,0	7,5	16,0
Minimum recommended "Under Keel Clearance" (UKC) (m)	0,5	0,5	0,5	0,5	0,5		0,5	0,5	0,5	0,5	0,5	0,5
Load even, t/m^2	10,0	5,0	10,0	10,0	10,0		5,0	n/a	30,0	10,0	10,0	20,0
Load point, t/m^2	70,0	70,0	70,0	70,0	70,0		55,0	n/a	120,0	70,0	70,0	125,0
Fendering	Tires	Tires	Tires	Tires	Tires		Tires	Tires	Tires	Tires		Tires
Hight Euref89	K+2,56	K+2,64	K+2,78	K+2,78	K+2,78		K+2,52		K+2,98	K+2,97	K+1,60	K+2,60
Hight sea level map	K+3,91	K+3,99	K+4,13	K+4,13	K+4,13		K+3,87		K+4,33	K+4,32	K+2,95	K+3,95
Direction quay (360^0)	176,4^0	269,6^0	272,5^0	092,5^0	272,2^0		248,8^0	268,1^0	257,7^0	255,2^0		067,4^0
Shore power												
				Yes	Yes	Yes	Yes					
Bulk og bunkersprodukter:												
Water	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
MGO / Base oil		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Bentonite					Yes		Yes					
Barite					Yes		Yes					
Brine					Yes	Yes	Yes	Yes				
MEG					Yes	Yes	Yes					
Mud					Yes	Yes	Yes	Yes				
Methanol										Yes		
LNG										Yes		
Base oil					Yes	Yes	Yes	Yes				
Slop	Yes				Yes	Yes	Yes	Yes				
Cement					Yes		Yes					
Risk factors												
Gas danger										Yes		
Static electricity precautions										Yes		

*) The quay has restrictions on use in relation to Loading and unloading operations on the first 43 m from the west

9.2 Electricity available on quay

	Quay	16A/230V 1-phase	32A/400V 3-phase+N	63A/400V 3-phase+N	125A/400V 3-phase+N	250A/400V 3-phase+N	400A/400V 3-phase+N
Kristiansund	**2**	2	1	3	2	1	1
	3	2	1	1	1	1	-
	4	2	2	2	1	2	-
	5	2	2	2	1	2	-
	6 Ø+V	2	2	2	1	-	-
	7	1	1	1	-	-	-
	7 Ø	2	1	-	-	-	-
	8	2	3	3	3	1	-
	9	2	2	1	1	-	-
Averøy	**20**	4	3	3+2	2+2	2	1
	21	4	3	3+2	2+2	2	1

10 Mooring

10.1 General

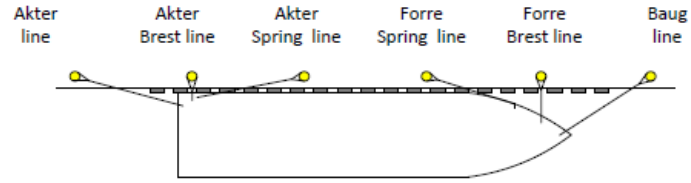
Vessels must exercise care when docking to avoid damage to the quay or fenders. A lot of friction in the tires must be taken into account so that no dangerous situations arise. Vessels with their own fixed fenders must ensure that these do not damage the fender attachments on the quay. Any damage to the quay or fenders must be reported immediately to the Emergency Response Center.

Mooring points are located along all quays. (See attached sketches).
Dock info is available on our website: www.norseagrop.com.

There are no restrictions on vessel length or width, but for larger vessels that require mooring arrangements beyond normal mooring, the port must be notified in good time for the preparation of a mooring plan.

General guidelines for mooring:

- Breast lines should be oriented as perpendicular as possible to the longitudinal centerline of the vessel and placed as far aft / forward as possible.
- Spring lines should be oriented as parallel as possible to the longitudinal center line of the vessel.
- The vertical angle of the mooring lines should be kept to a minimum.
- In general, mooring lines of the same size and type (material) should be used for all lines. If this is not possible due to the available equipment, all lines in the same "service", i.e., breast lines, spring lines, bow / stern lines, etc., should be of the same size and type. For example, all spring lines can be wire and all breast lines synthetic.
- The mooring lines should be arranged so that all lines in the same "service" are approximately the same length between the vessel's winch and bollard on land. Line elasticity varies directly with line length and shorter lines will then take more load.



Standard fortøyning inkl. Brest liner

Vessels berthed at NorSea Vestbase are required to use approved mooring personnel from land. (Norsea Logistics Vestbase and Avarn Security - Fortøyning). Contact details for ordering of Mooring/Unmooring:
Mobile: +47 464 14 140
E-mail: fortoeyningksu@avarnsecurity.com

Approved mooring personnel should be able to document knowledge of HSE in the base area, a review of the relevant mooring procedure and be able to document a review of the risk analysis that applies to mooring.

Communication method should be agreed upon before the mooring begins.

The captain is responsible for ensuring that the vessel is securely moored throughout the stay and ensuring that all mooring lines work and are properly tightened in case the weather conditions change.

If necessary (possible requirements from NorSea, shipping company, insurance company, authorities or captain) a mooring procedure will be drawn up and approved by the parties or certification body before the vessel's arrival.

Through its partners, NorSea has the opportunity to carry out mooring analyses, as well as get these approved if necessary (typically when mooring larger vessels, SemiSubmersible etc.)

10.2 Towing vessel

There are no requirements for the use of towing vessels when mooring.
It is the captain of the vessel who is responsible for ensuring that mooring takes place in a responsible manner.

The port facility's requirements for towing vessels/tugs may increase according to 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 the event of the need for emergency towing of vessels from the quay. This is still an item on the ISGOTT checklist, but OCIMF recommends that this practice be ended. The vessel's captain must decide for himself whether this is to be installed on his vessel.

11 The distribution of responsibilities

11.2 Jurisdiction

Norway has signed a letter of intent for port state control, i.e. inspections of the terminal, as well as the vessels, might occur. The purpose of these inspections is to reveal if the vessels or the terminal meet all relevant national/international standards.

11.3 Conditions for acceptance

The vessel's captain is responsible for ensuring that all the vessel's operations are carried out in accordance with authority requirements, best practice and relevant standards.

11.4 Distribution of responsability

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

A safe job is best done with good cooperation, coordination and good two-way communication between everyone involved. All operations must be carried out with a common understanding.

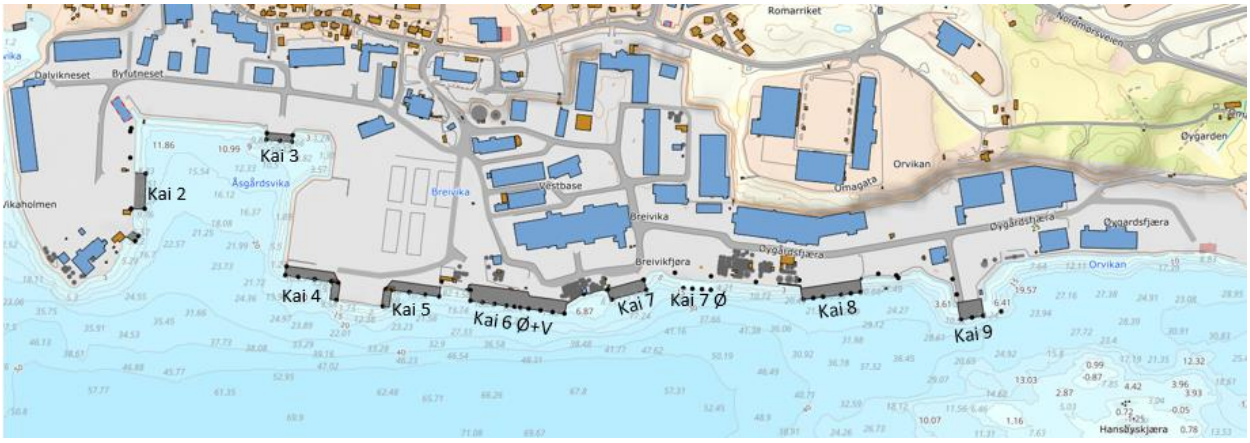
The vessel's crew must be aware that the responsibility for loading and unloading on board the vessel rests with the vessel's Captain.
The vessel is responsible for ensuring a secure connection between all transfer equipment into the vessel's tanks/holds.
The vessel is responsible for the unloading of products and/or eventual oil spills from the vessel.

12 Appendix

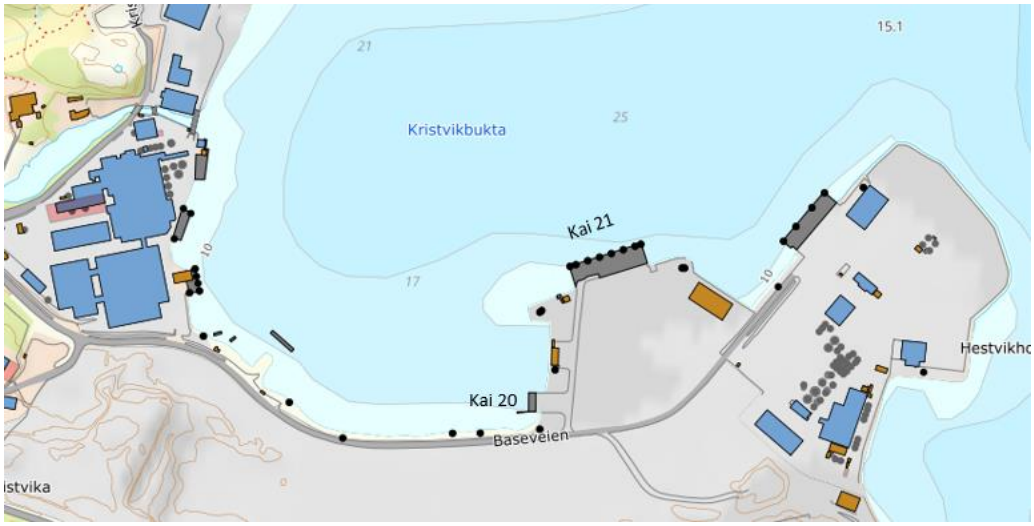
Appendix 1	Map with quays
Appendix 2	Map with walkways
Appendix 3	Emergency map
Appendix 4	Emergency instruction NorSea Vestbase (Norwegian/ English)
Appendix 5	Types of permit cards
Appendix 6	Routine if detected gas atmosphere on vessel prior arrival NorSea Vestbase

Appendix 1: Map with quays:

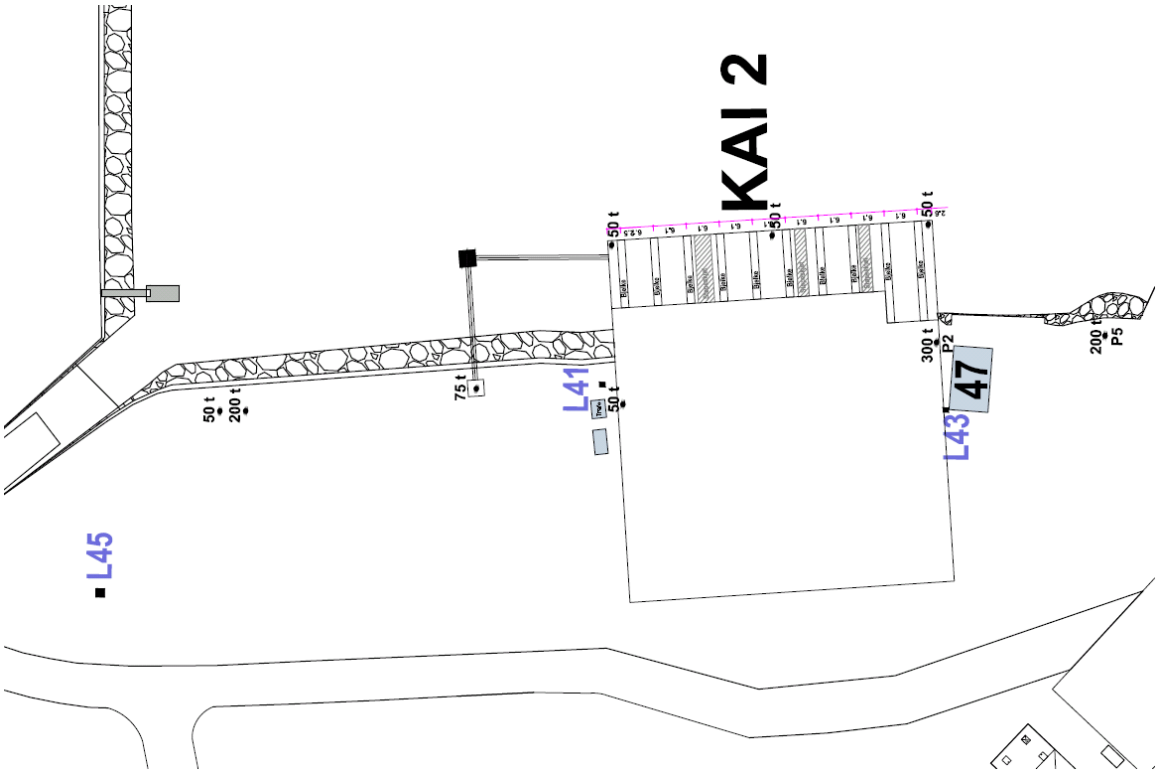
Kristiansund:

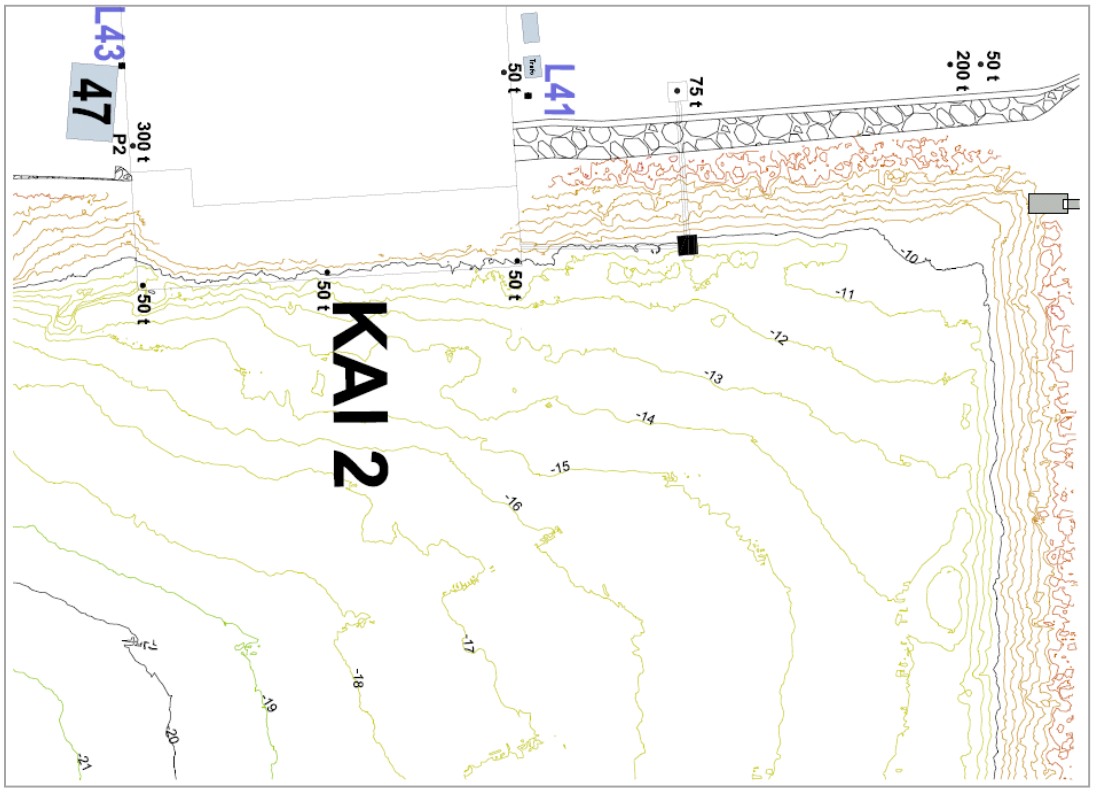


Averøy:

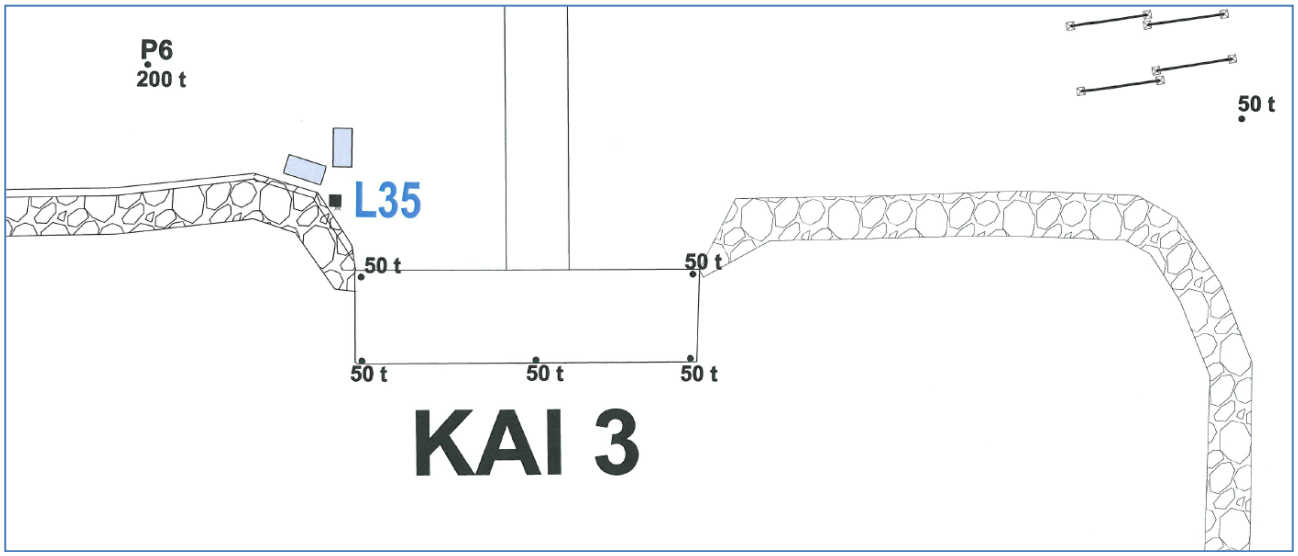


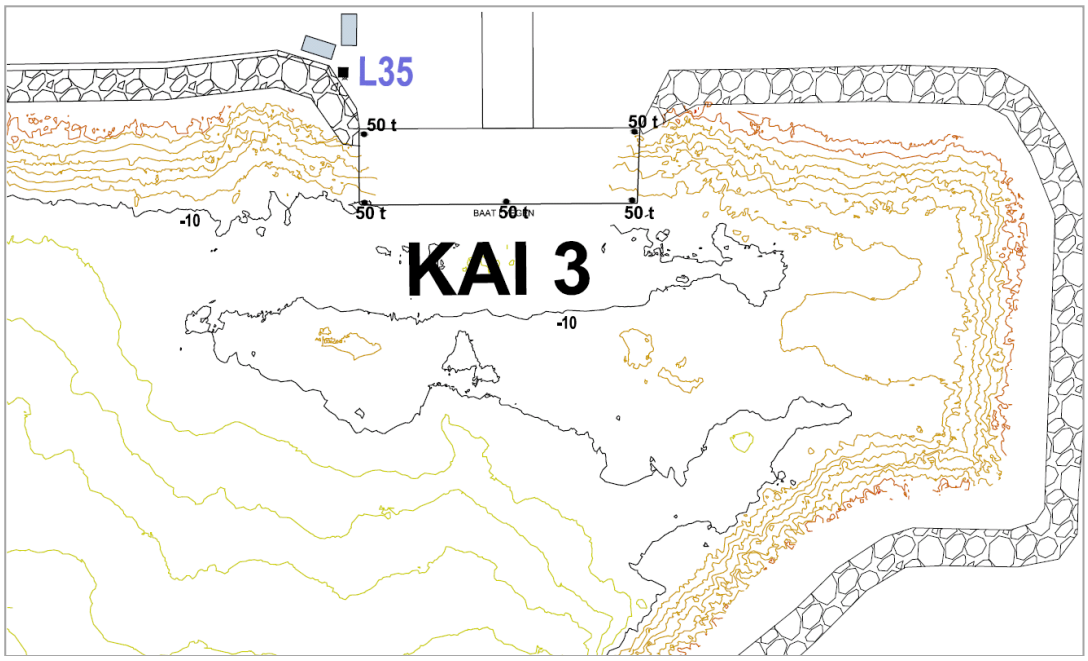
Quay 2


KAI 2
L45
L41
L43
47
50 t
200 t
75 t
300 t
P2
P5

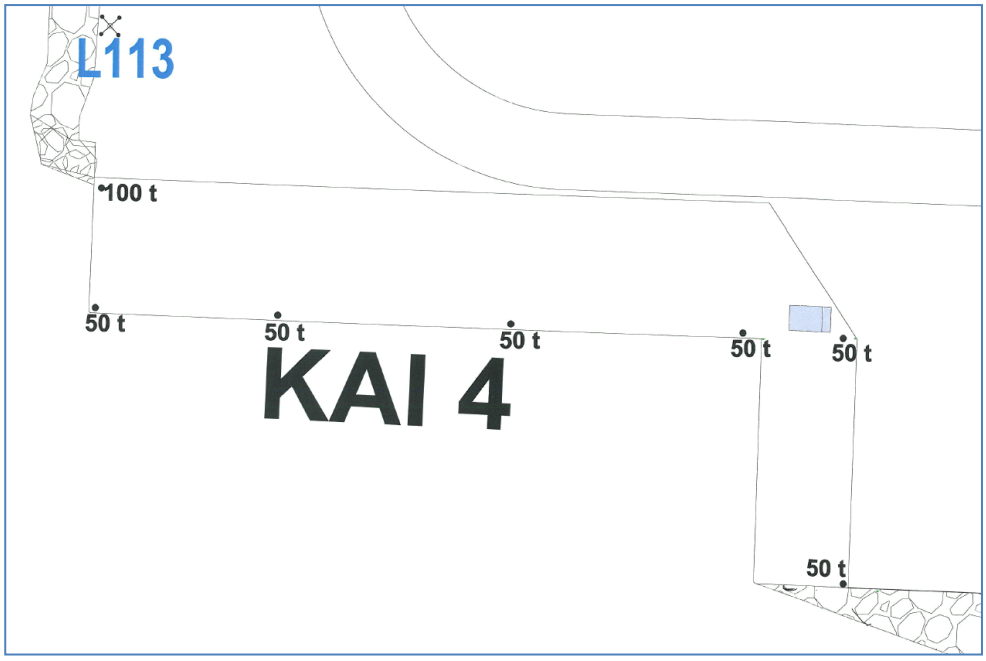

KAI 2
L43
47
L41
50 t
75 t
200 t
300 t
P2
-10
-11
-12
-13
-14
-15
-16
-17
-18
-19
-20
-21

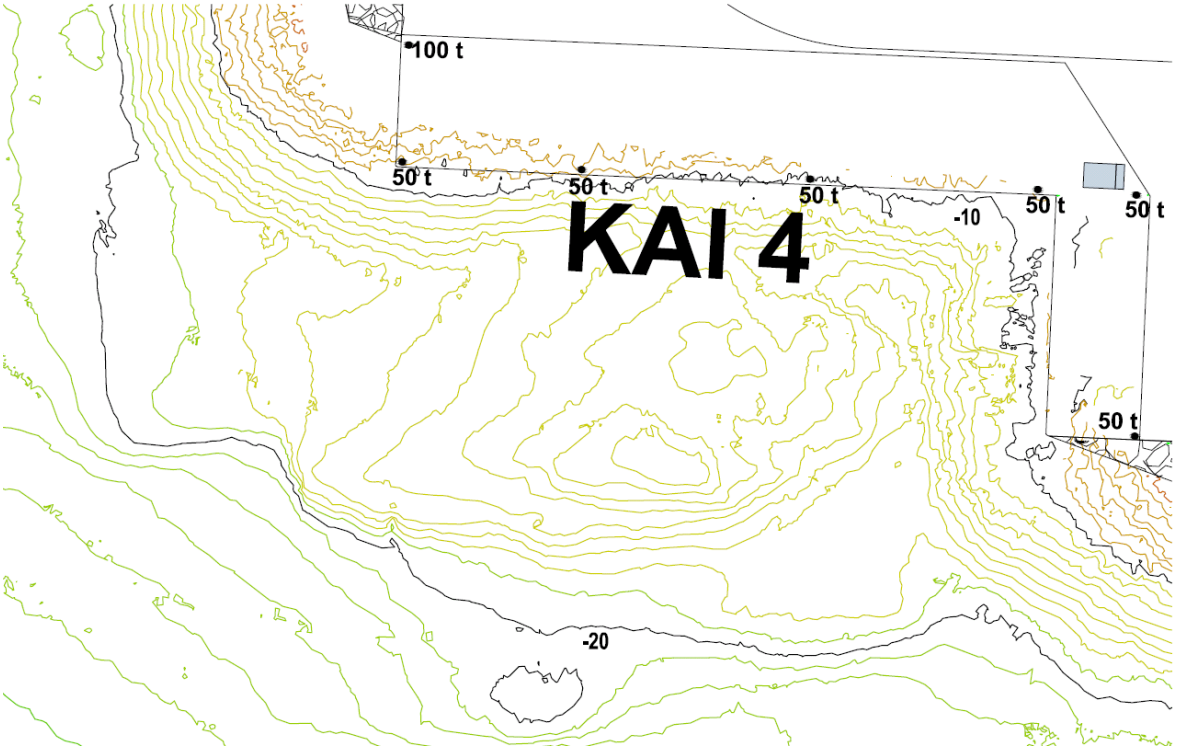
Quay 3


P6
200 t
50 t
L35
50 t
50 t
50 t
50 t
50 t
KAI 3

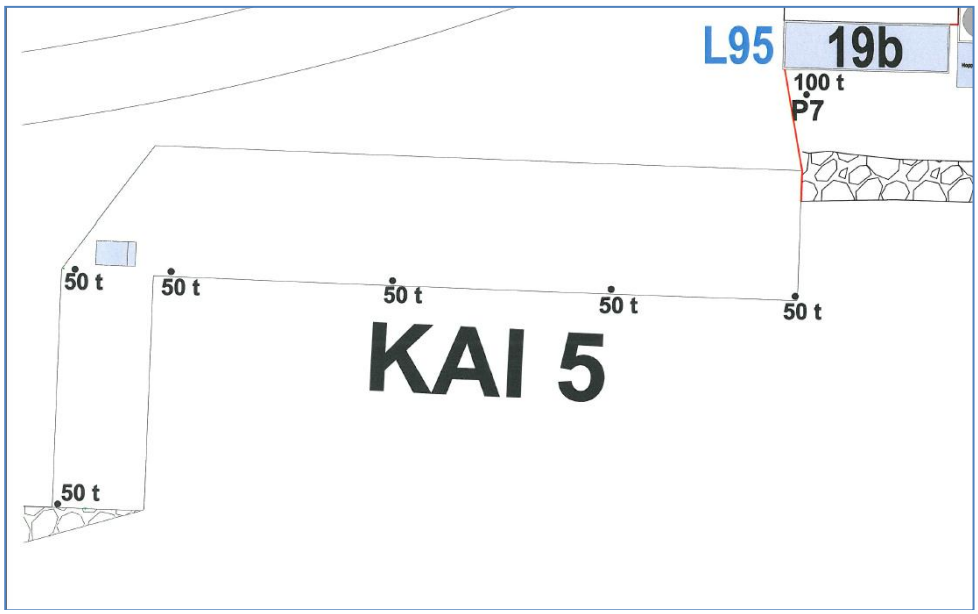

L35
50 t
50 t
50 t
50 t
50 t
-10
-10
KAI 3

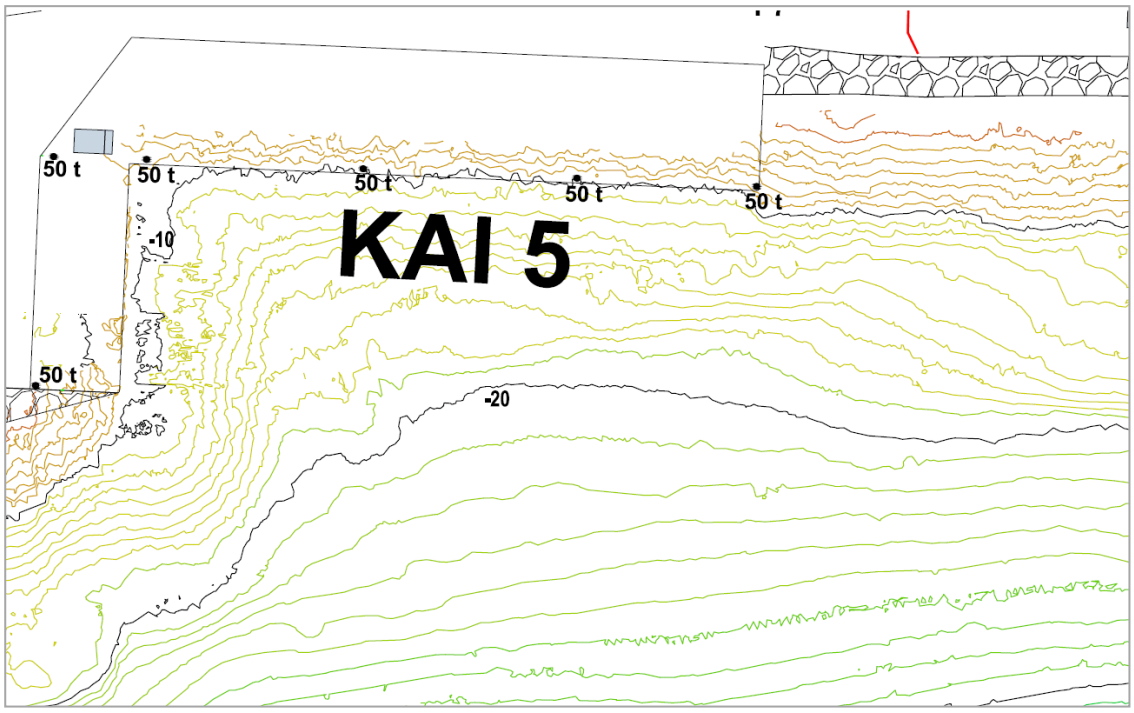
Quay 4


L113
100 t
50 t
50 t
50 t
50 t
50 t
50 t
KAI 4

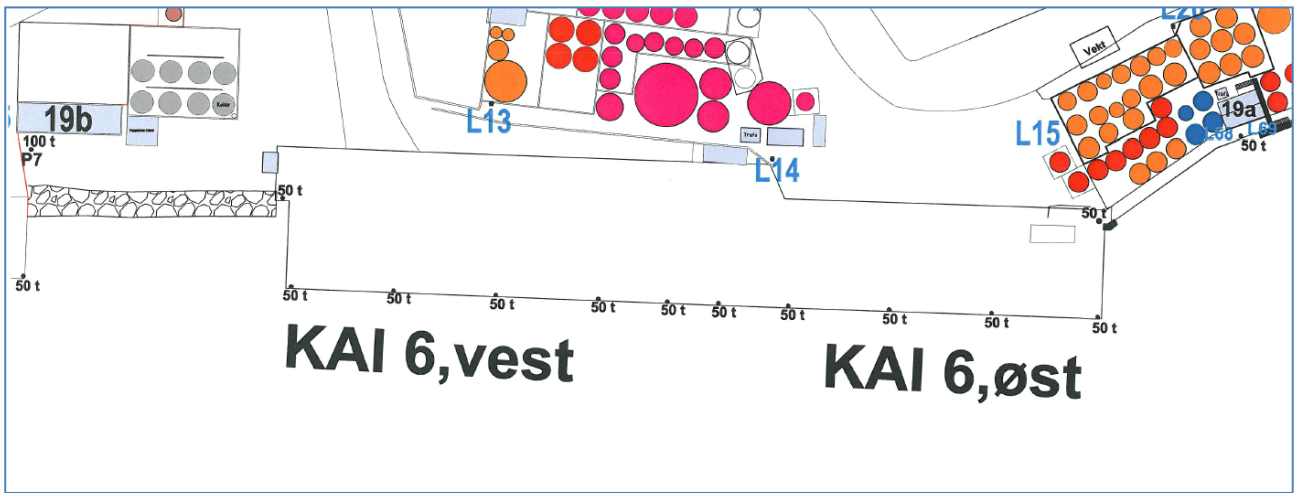

100 t
50 t
50 t
50 t
-10
50 t
50 t
50 t
KAI 4
-20

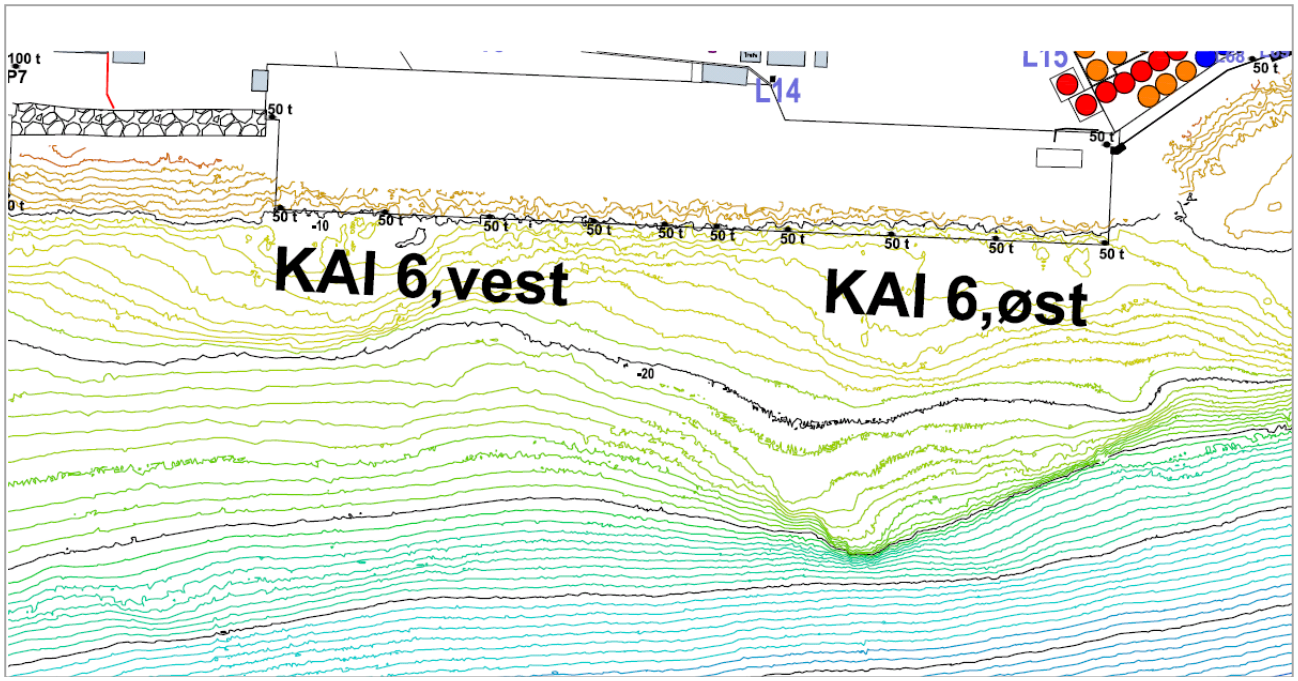
Quay 5


L95
19b
100 t
P7
50 t
50 t
50 t
50 t
50 t
50 t
KAI 5

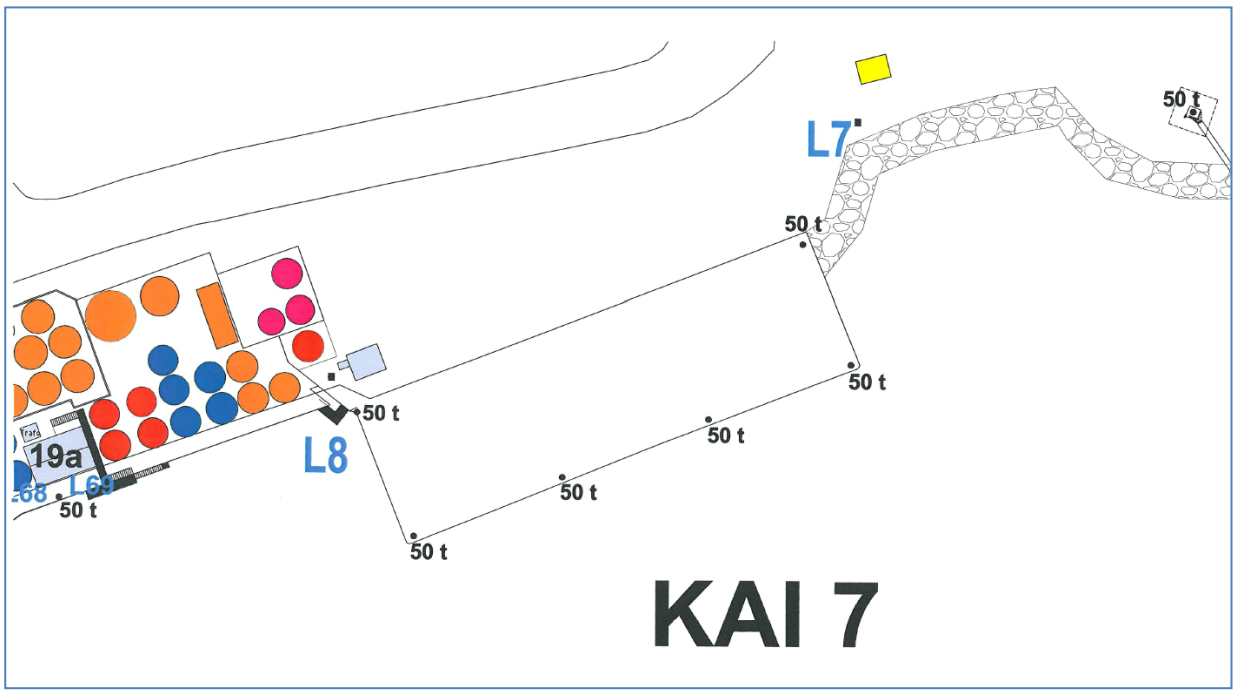

50 t
50 t
50 t
50 t
50 t
-10
KAI 5
50 t
-20

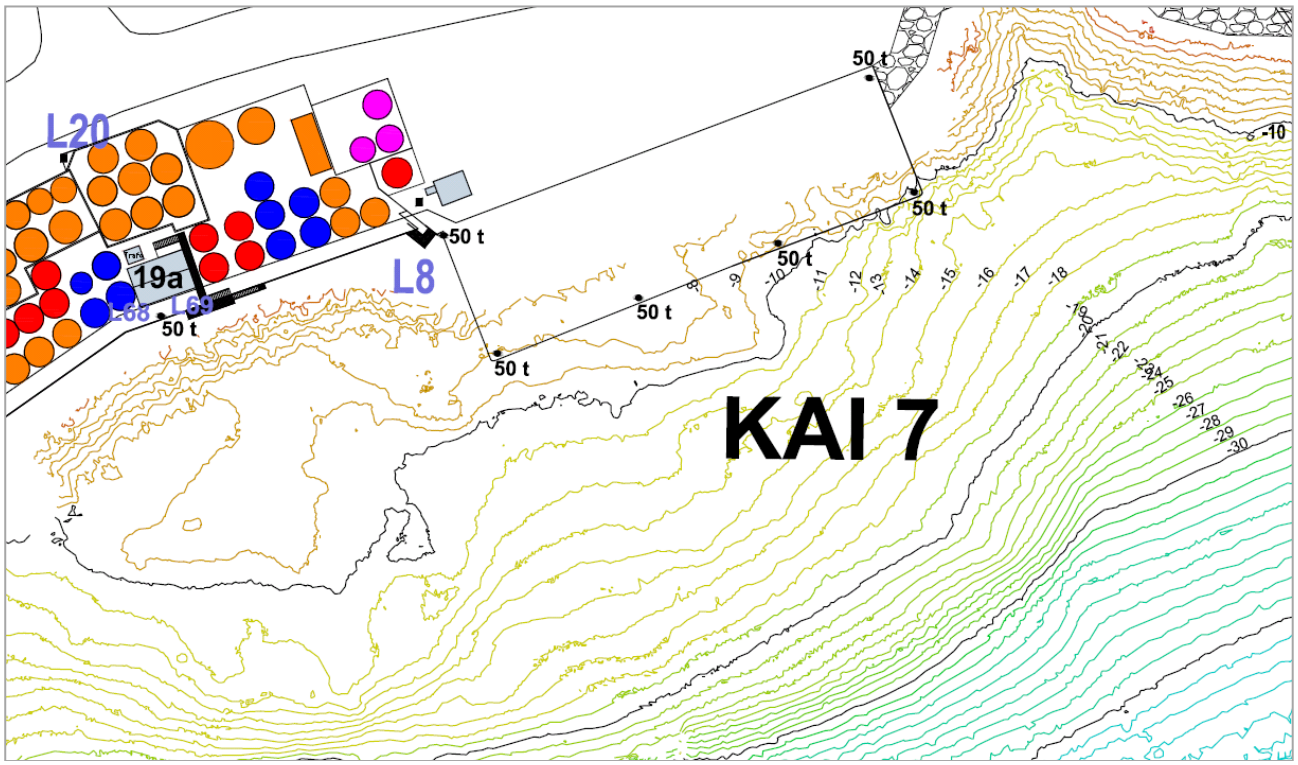
Quay 6 east and west



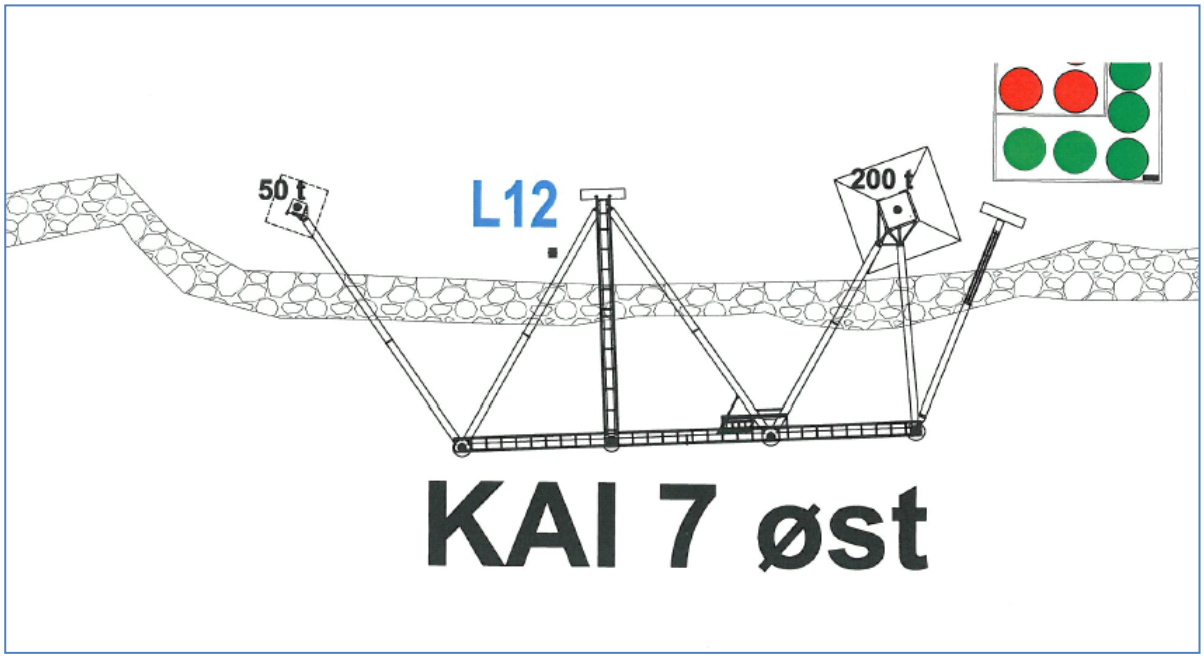


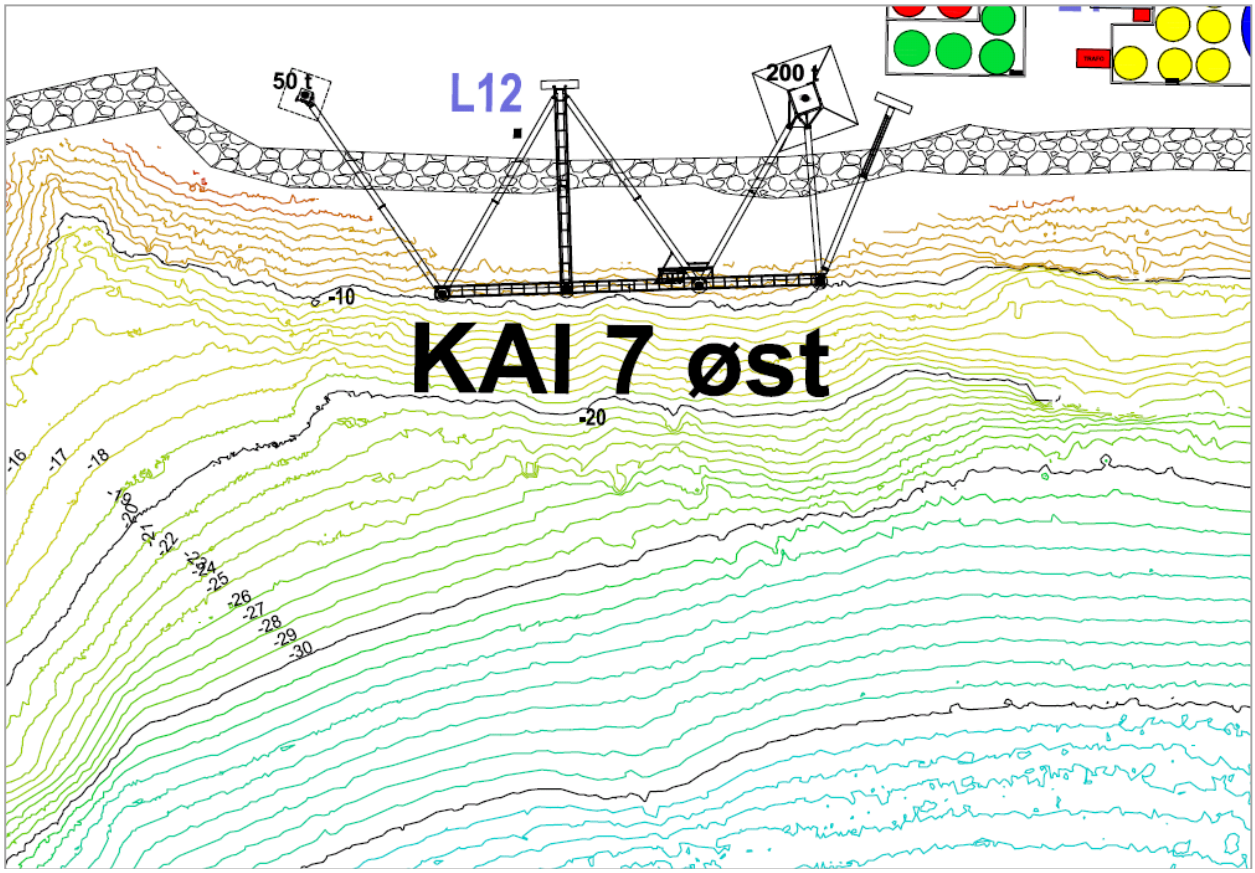
Quay 7


L7
50 t
50 t
50 t
50 t
50 t
50 t
L8
19a
L69
50 t
KAI 7

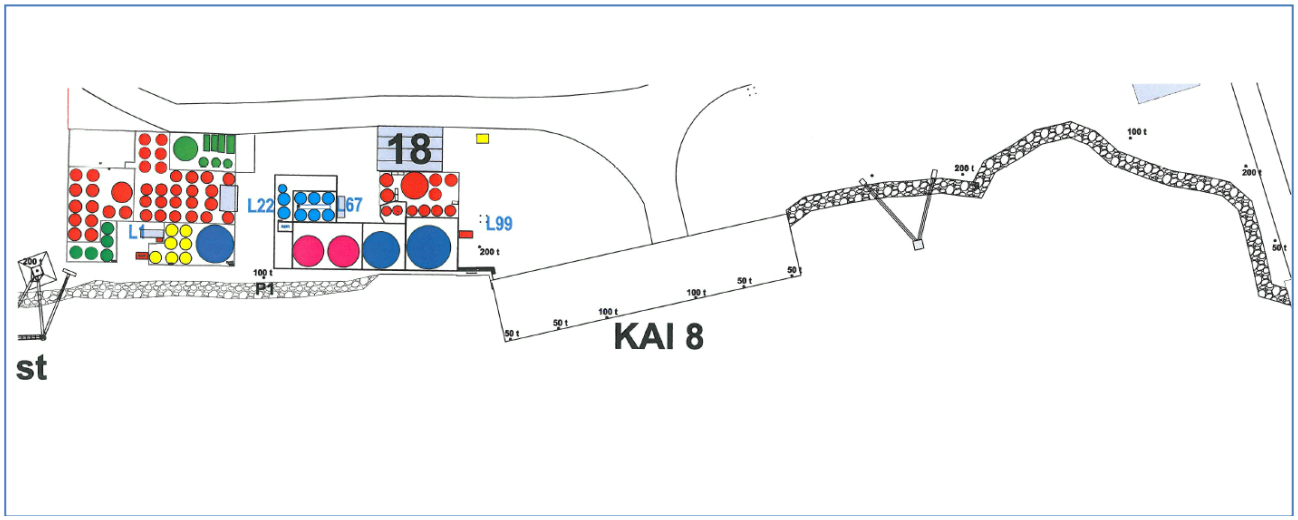

L20
50 t
50 t
50 t
50 t
50 t
L8
19a
L69
50 t
-10
KAI 7

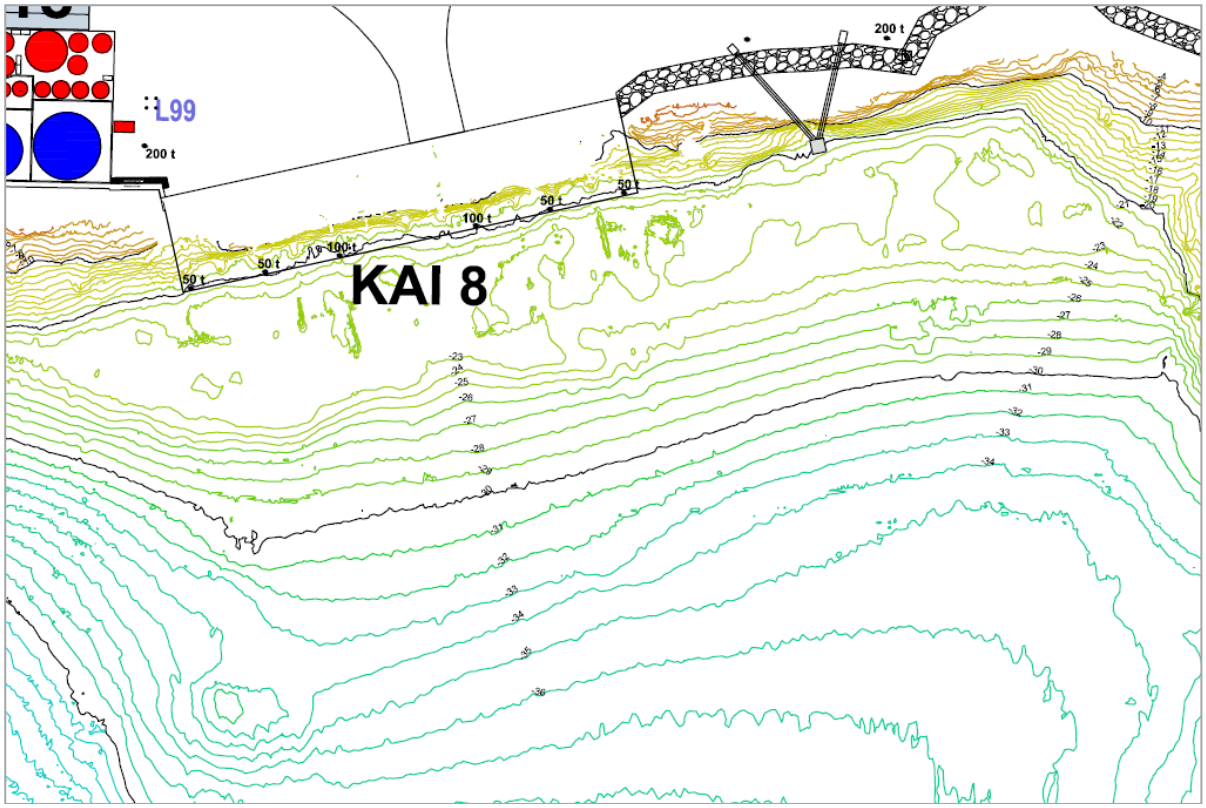
Quay 7 east


50 t
L12
200 t
KAI 7 øst

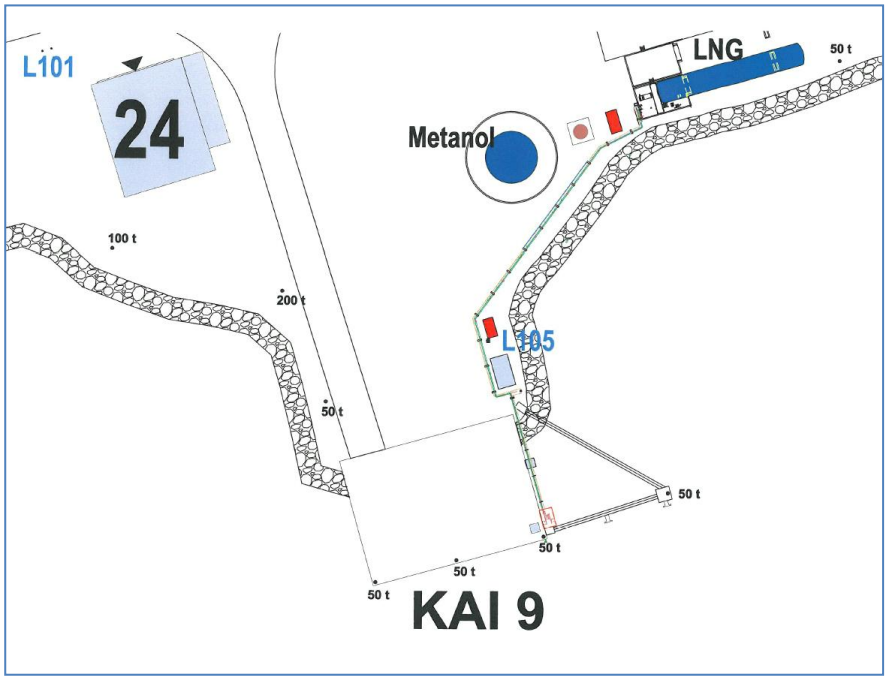

50 t
L12
200 t
KAI 7 øst
-10
-20
-16
-17
-18
-19
-20
-21
-22
-23
-24
-25
-26
-27
-28
-29
-30

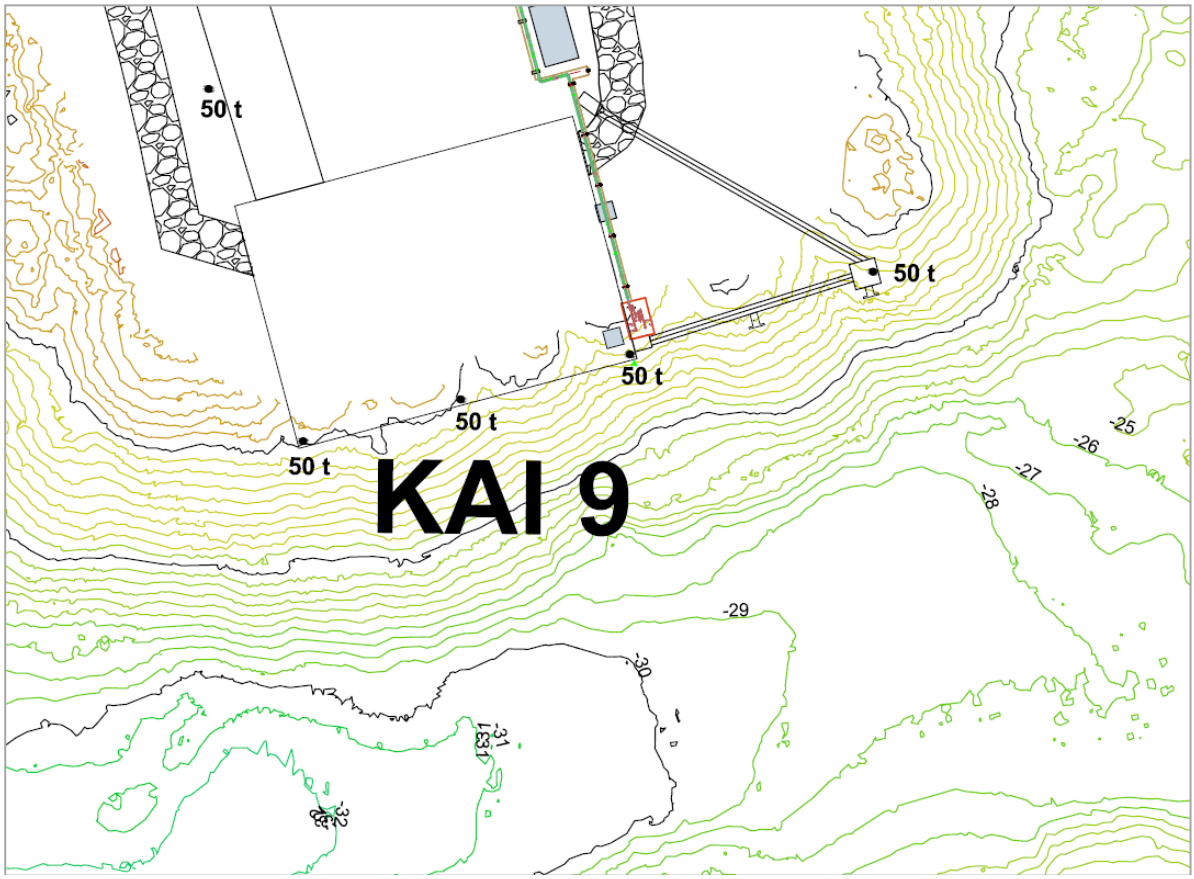
Quay 8



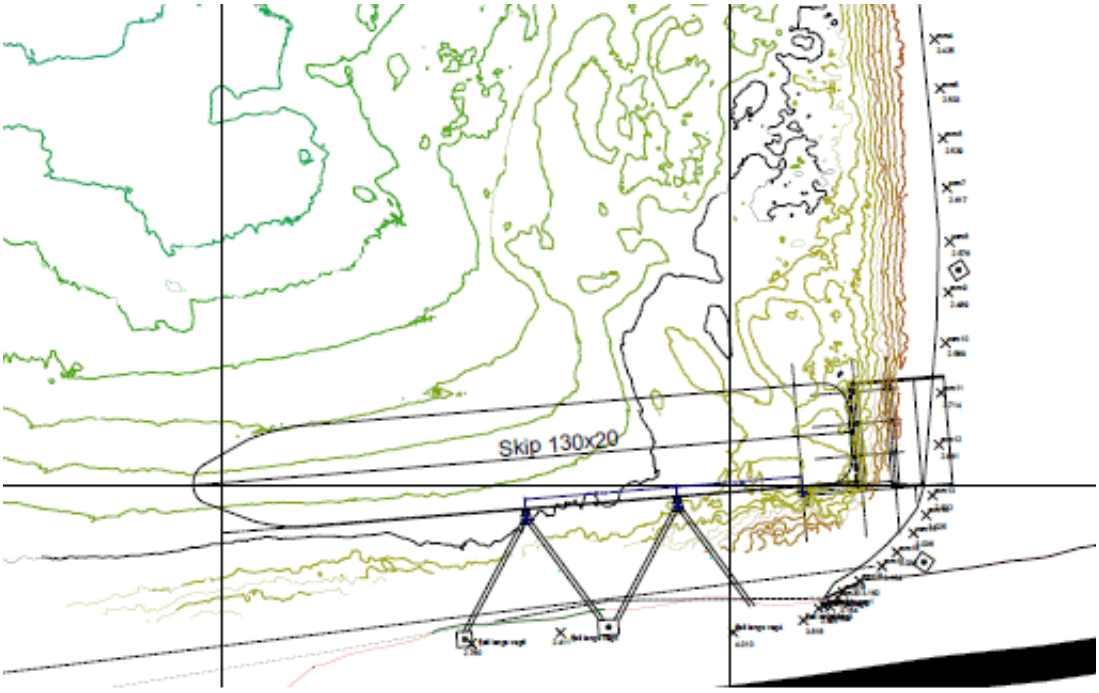


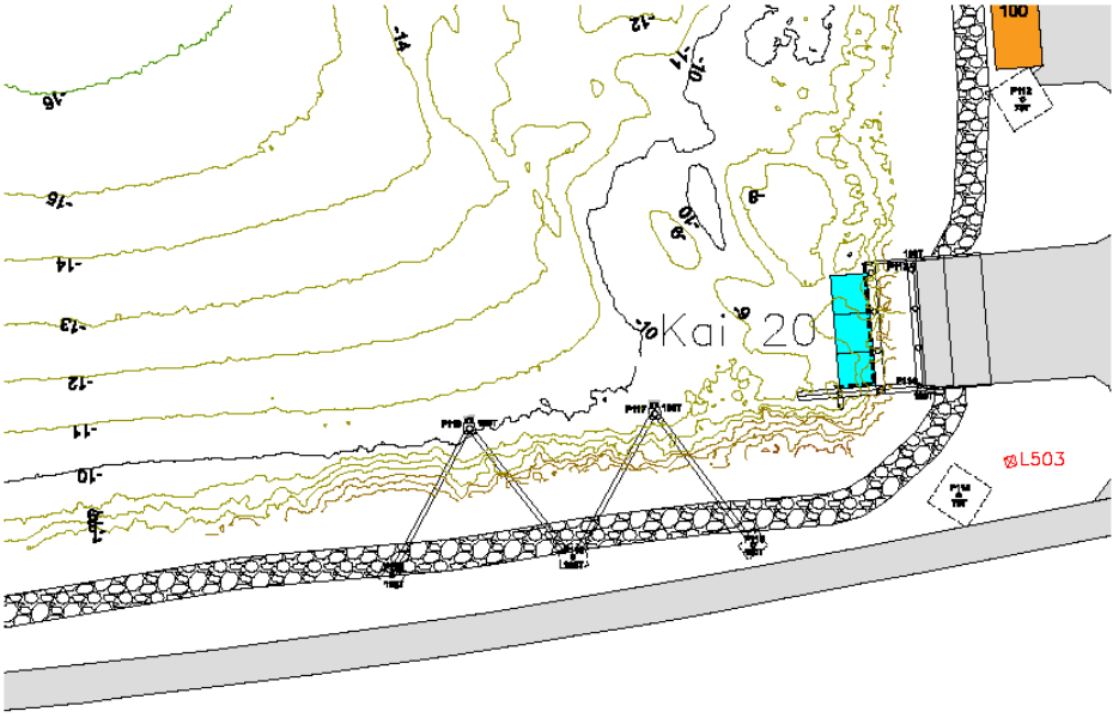
Quay 9


L101
24
LNG
50 t
Metanol
100 t
200 t
L105
50 t
50 t
50 t
50 t
50 t
KAI 9

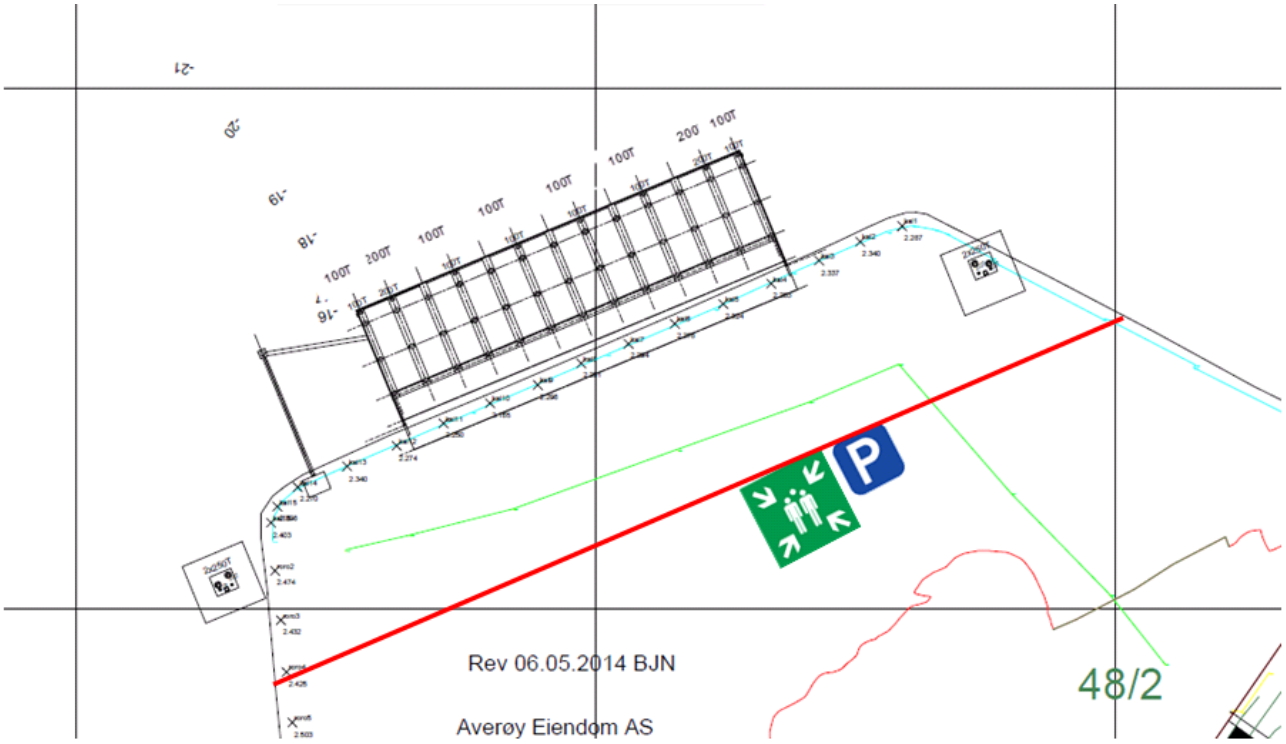

50 t
50 t
50 t
50 t
50 t
KAI 9
-25
-26
-27
-28
-29
-30
-31
-32

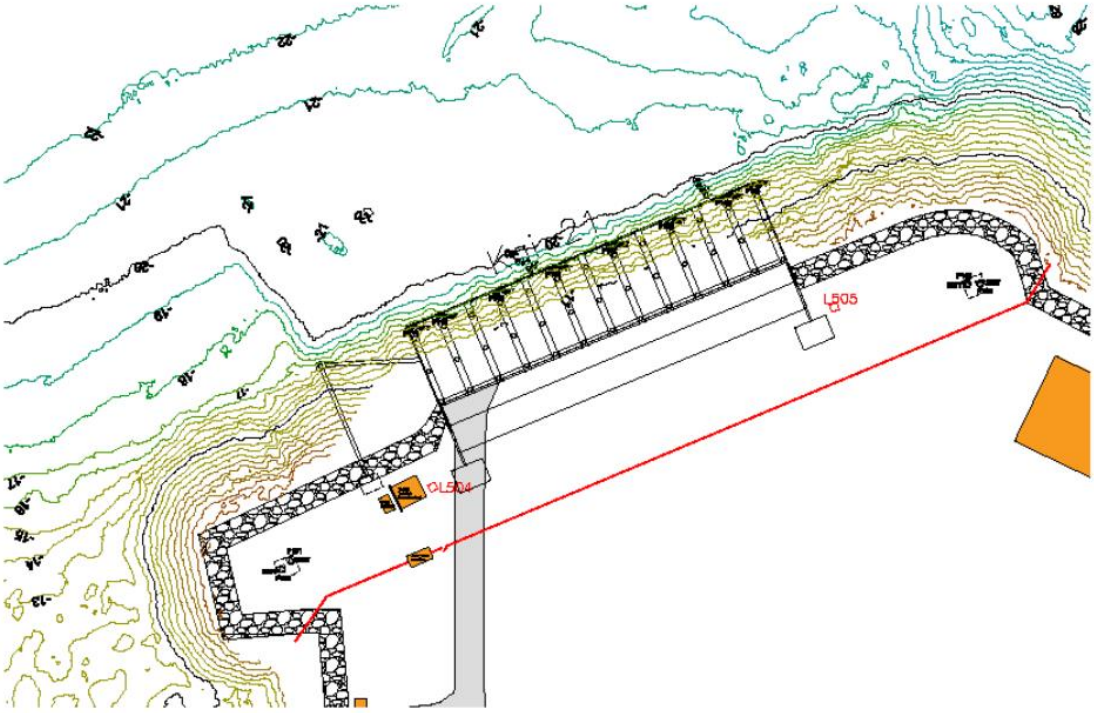
Quay 20 Averøy



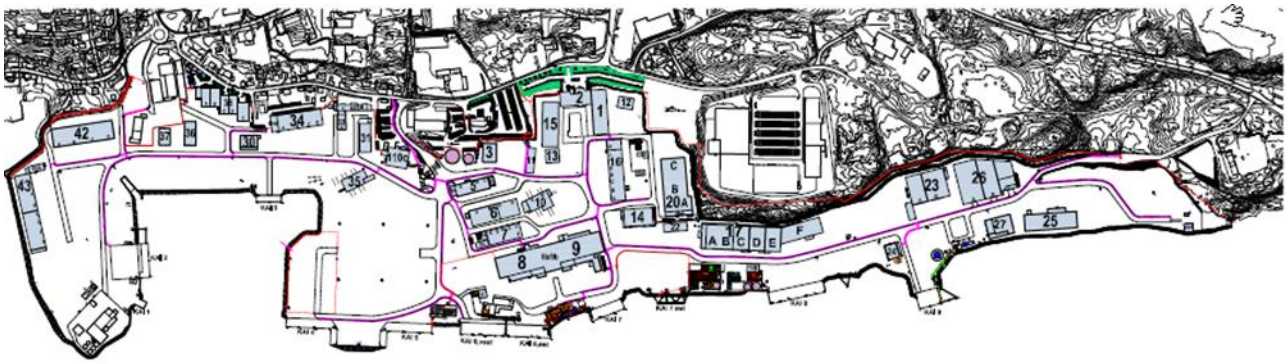


Quay 21 Averøy





Appendix 2: Map with walkways



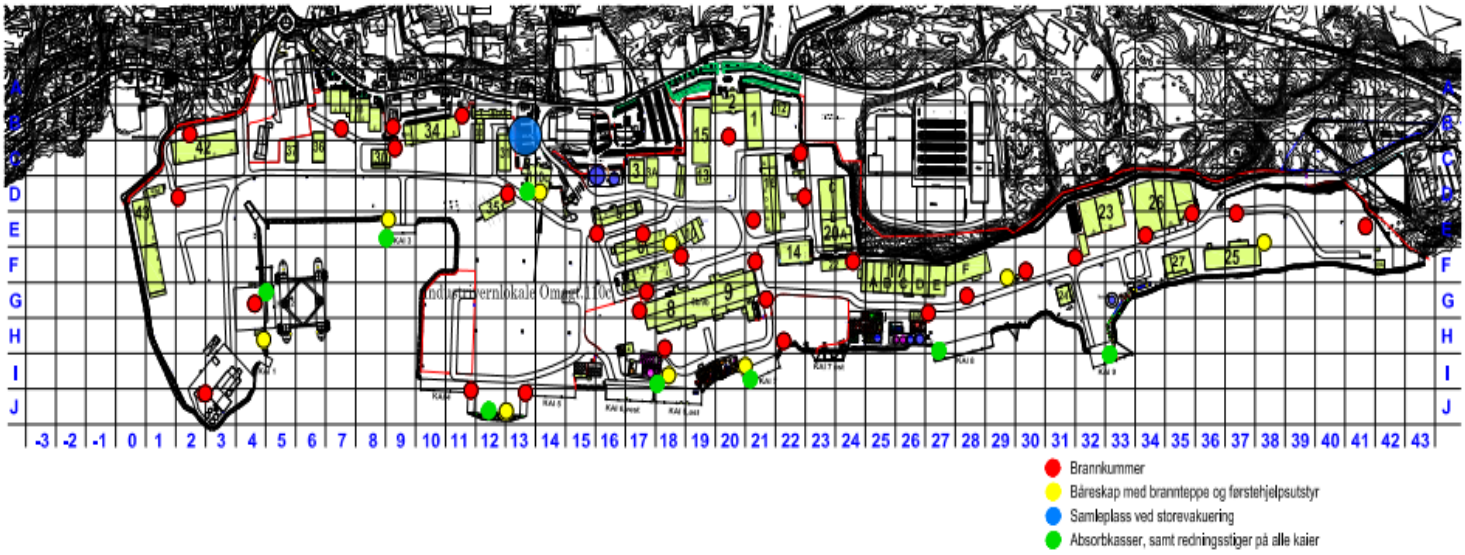
Walkways are marked for safe walking.

The individual must take responsibility for not going into areas with activity that could challenge HSE.
If you have to pass where there is activity, it is important to make eye contact in order to pass safely.

Remember requirements for personal protective equipment (PPE) and visibility clothing.

- **Walkways are marked with white lines and footprints**
- **Dashed line means danger of crossing traffic**

Appendix 3: Emergency map



Always familiarize yourself with the location and available emergency equipment BEFORE the assignment starts.

It is also recommended that you check how the equipment works.

Contact HMSSK manager NorSea Vestbase if there are any questions.

Appendix 4: Emergency instruction (Norwegian/English)

NorSea

Nødinstruks - NorSea Vestbase

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 varslingsrutinene som gjelder slik at varsling kan gjennomføres raskt og effektivt om behov skulle oppstå. (Viktig tema i «Før Jobb Samtale» - FJS)
Mer informasjon eller kontaktinfo finnes på våre nettsider: https://norseagroup.com

Ved varsling

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

Brann/ Utslipp	Politi	Helse
110	112	113

Varslingssentral lokalt: +47 464 14 140/ +47 715 72 201

Noen aktuelle momenter 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 innblåsinger 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 **(Varslingssentral)** benyttes vil de kalle ut **lokalt industrivern** som tar hånd om førsteinnsats inntil brann, politi eller ambulanse ankommer skadested. De vil også organisere at noen ledsager utrykningskjøretøyene ved ankomst hovedport.
For større hendelser vil de sørge for mobilisering av 2. linje beredskapsstab hvis behov avdekkes.

NorSea

Emergency response - NorSea Vestbase

Rules that apply:

- Anyone staying or working in the base area should be famiiar 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 the notification routines that apply so that alerts can be implemented quickly and effectively if needs arise. (Important theme in «Tool Box Talk» - (TBT)
More detailed information or contact info can be found on our website: https://norseagroup.com

When calling emergency remember to state:

- **Who reports?**
- **What's happened?**
- **Where? (exact location—quay/building No.)**

Fire/ Spill	Police	Health
110	112	113

Emergency Response locally: +47 464 14 140 / +47 715 72 201

Some action prior emergency response arrival:

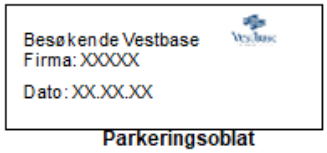
• Alert your colleagues - fire • Close doors and windows in buildings, • Use approved emergency exits only (Do not use elevator) • Try to extinguish fire (If possible) • In case of evacuation - meet on agreed evacuation point • Lead the way for emergency vehicles	• Alert your colleagues as needed • In 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 who will take care of the first response until a fire, police or ambulance arrives at the scene. They will also organize that someone accompanies the emergency vehicles on arrival at the main gate. For major incidents, they will provide mobilization of 2nd line emergency response staff as needed.

Appendix 5: Types of permit cards

Types of permit card:

Permanent access	
 Eksterne Leietakere NorSea Ansatt	Approved ID for issuance: - Driving license - App for driving license - Passport - Debit card with photo - Company card with photo (Defined)

Temporary access / Visitor	
 Besøkende  Parkeringsoblat	Approved ID for issuance: - Driving licens - App for driving license - Passport - Debit card with photo - Company card with photo (Defined)

Appendix 6: Routine if detected gas atmosphere on vessel prior arrival NorSea Vestbase

No	Description - conditions	Responsible	Comment
01	The vessel shall inform NorSea Vestbase **Logistics and Operations Centre** about gas atmosphere well in advance of arrival. The message should at least contain: • Type of gas • Where gas is located on the vessel • Concentration (PPM) • Measures taken on vessels prior port of call	**Captain of the Vessel**	**Logistics and Operations Centre** contact: +47 994 91 800
02	Upon receipt of such notification from vessels, **NorSea Vestbase Logistics and Operations Centre** shall assure: • That the vessel is not allowed to call the quay prior delivery or processing of the gas-infested has been clarified. • That the vessel is assigned to the best quay available based on wind direction and type of gas atmosphere • Together with the vessel's Captain decide whether the vessel should dock with STB or BB (To reduce the likelihood of exposure to gas for crew/personnel at shore)	**NorSea Vestbase Logistics and Operations Centre**	If there is a high volume or uncertainty about this, the request shall inform local emergency authorities, Emergency Response Center or HSE resources at the base. Reference to: FOR-2009-06-08-602 - Regulations on handling flammable, hazardous and pressurized substances as well as equipment and facilities used in handling». https://lovdata.no/dokument/SF/forskrift/2009-06-08-602/KAPITTEL_4#§27
03	Once the vessel has been assigned a quay, it should: • Inform mooring personnel of the gas danger and the type of personal protective equipment that must be used. (What type of filter for mask?). • Evaluate need for a cordoned-off area on the quayside – prior mooring. • NorSea Vestbase Logistics and Operations Centre shall be informed and approve in advance prior start operation of processing gasinfested tanks onboard vessel or unloading of fluid from vessels tanks.	**Selected waste supplier** (SAR, MWM, NG Franzefoss or others)	• The executor shall have an approved procedure for the assignment to be carried out whether this applies to processing on the vessel's tanks or unloading to transport- /storage tanks or tank truck onshore. • Alternatively, lack of procedure can be compensated with an approved Safety Job Analysis (SJA) that addresses all sequences of the operation. • Important to always have focus on wind direction.
04	If a gas atmosphere occurs/ detects when the vessel already is moored at shore, the captain should immediately: • Inform NorSea Vestbase Logistics and Operations Centre about this situation. • Establish and barrier of a safe zone on vessel/quayside.	**Captain of the Vessel**	Control questions to ensure adequate safe zone: • On deck? • Tanks? • Where's the aeration outlets for the tanks located? • Wind direction?