Terminal Information Booklet (TIB)
Norsea Logistics AS
NorSea Polarbase

The Terminal Information Booklet is a summary of information for users of the port facility and contains emergency information, general port information, routines for safe work and security (ISPS).

The information in the booklet should be used together with industry recommended practices in the latest edition of the "International Safety Guide for Oil Tankers & Terminals" (ISGOTT), GOMO and the ISPS regulations.

English edition.

Doc. ID: 2901 Rev.: 1.2
Date: 25.02.2025

Index

1 Generelt

1.1 Contact information and opening hours

Contact info	**Phone number**	**e-mail**
Emergency response	+47 78 42 17 00	
Reception	+47 78 42 17 00	info@polarbase.no
Logistics and Operations Center (LOC)	+47 975 75 198	order@polarbase.no
Duty phone (24/7)	+47 975 75 198	
Shore power	+47 975 75 198	order@polarbase.no
PFSO	+47 412 03 007	pfso@polarbase.no
NorSea Polarbase Security gate	+47 991 15 700	portvakt@polarbase.no

1.2 Port Information

Navn på havn	NorSea Polarbase AS
Address	Havneveien 50, 9610 Rypefjord
Port number	NOHFT-0005
Latitude	70°38'174"
Longitude	23°39'781"
NorSea Polarbase website	https://norseagroup.com/no/bases/norsea-polarbase

1.3 Opening hours

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

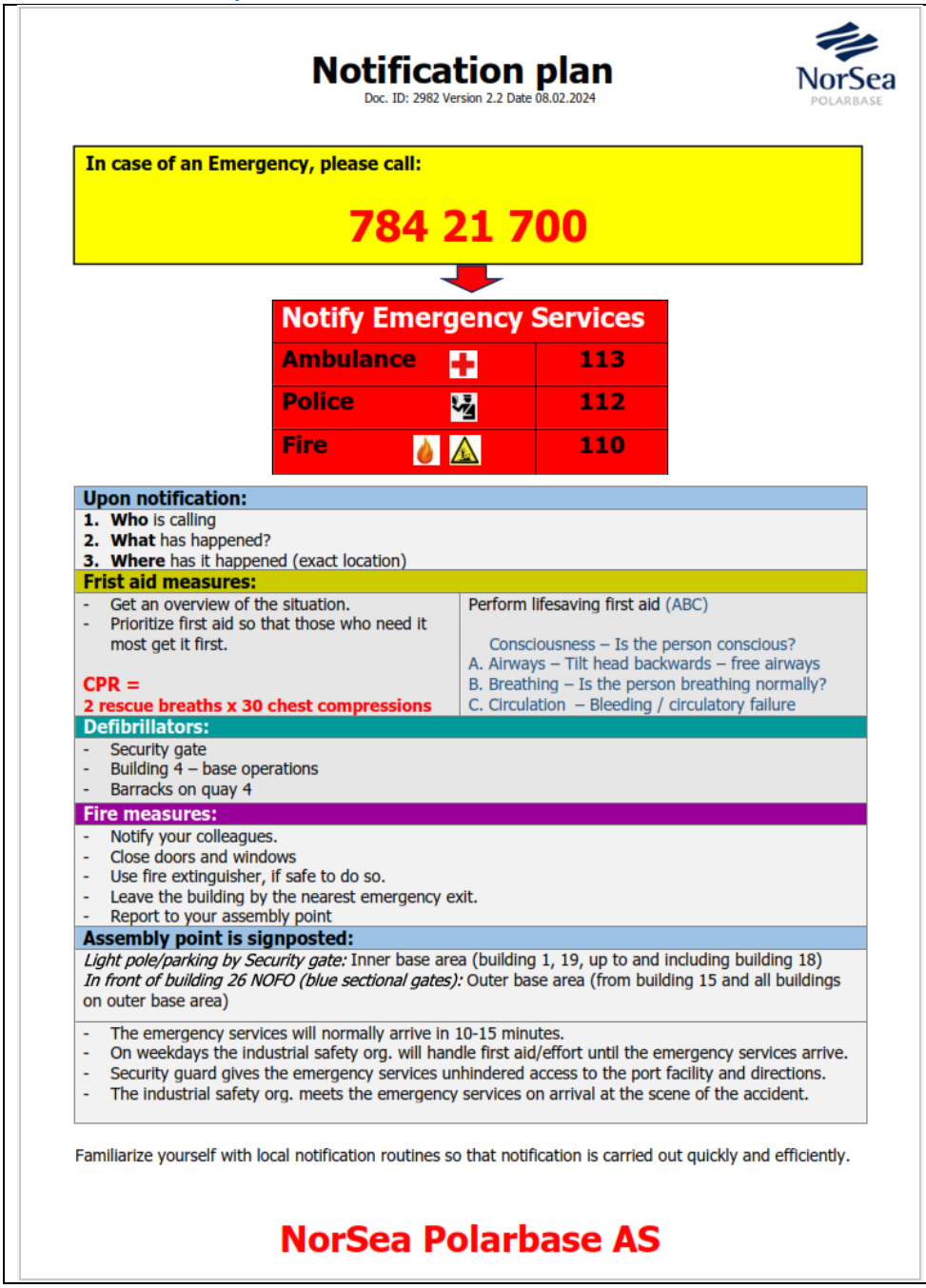
Assignments outside normal working hours must be agreed in advance.

1.4 Reference

Referanse:	**Innhold:**
IGOTT:	International Safety Guide for Oil Tankers and Terminals
GOMO	Guidelines for Offshore Marine Operations
ISPS	Forskrift om sikring av havneanlegg
ON 091	Offshore Norge retningslinje 091
LOV-1981-03-13-6	Lov om vern mot forurensninger og om avfall (forurensningsloven)

2 Emergency

2.1 Notification plan



Notification plan

Doc. ID: 2982 Version 2.2 Date 08.02.2024

NorSea POLARBASE

In case of an Emergency, please call:

784 21 700

Notify Emergency Services	
Ambulance	113
Police	112
Fire	110

Upon notification:

1. **Who** is calling
2. **What** has happened?
3. **Where** has it happened (exact location)

Frist aid measures:

- Get an overview of the situation.
- Prioritize first aid so that those who need it most get it first.

CPR =
2 rescue breaths x 30 chest compressions

Perform lifesaving first aid (ABC)

Consciousness – Is the person conscious?
A. Airways – Tilt head backwards – free airways
B. Breathing – Is the person breathing normally?
C. Circulation – Bleeding / circulatory failure

Defibrillators:

- Security gate
- Building 4 – base operations
- Barracks on quay 4

Fire measures:

- Notify your colleagues.
- Close doors and windows
- Use fire extinguisher, if safe to do so.
- Leave the building by the nearest emergency exit.
- Report to your assembly point

Assembly point is signposted:

Light pole/parking by Security gate: Inner base area (building 1, 19, up to and including building 18)
In front of building 26 NOFO (blue sectional gates): Outer base area (from building 15 and all buildings on outer base area)

- The emergency services will normally arrive in 10-15 minutes.
- On weekdays the industrial safety org. will handle first aid/effort until the emergency services arrive.
- Security guard gives the emergency services unhindered access to the port facility and directions.
- The industrial safety org. meets the emergency services on arrival at the scene of the accident.

Familiarize yourself with local notification routines so that notification is carried out quickly and efficiently.

NorSea Polarbase AS

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

Emergency equipment	Kai 1	Kai 2	Kai 3	Kai 4	Kai 5	IV-container
Lifebuoys	X	X	X	X	X	
Absorbents	X	X				
First aid kit	X	X		X		X
Rescue stretcher						X
Woll blanket						X
Fire blanket						X

First aid equipment is in buildings in the immediate vicinity of the quays (signposted).

2.3 Emergency communication

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

1 Health Safety and Environment (HSE)

1.1 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)

1.2 Personal protective equipment

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

- Visibility clothing, (except for pedestrians on marked walkways)
- 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.

1.3 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.

1.4 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 labelled in accordance with legal requirements.

3.7 Hot work

Before commencing hot work on board the vessel or on the quay, the work operation must be registered and approved in advance. Information on current rules and application forms can be found on Polarbase's website.

See 1.1 Port Info for link to website.

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 recommended 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 a situation arises during loading and unloading that makes it necessary to perform an emergency stop, this must be reported immediately via the agreed communication system.

3.9 Neighbourhood consideration

At NorSea quay facilities, which are located close to residential areas, all users must show consideration and ensure that neighbours 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.

3.10 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 port facility shall adapt the security measures to the maritime security level determined at any given time by the Norwegian Coastal Administration:
Level 1 - Normal - Standard security measures are always in use
Level 2 - Elevated - Extra security measures are put in place and the number of people on patrol is increased
Level 3 – Exceptional At this level, additional security measures are implemented for a limited period of time when an incident is likely or imminent. For NorSea's port facilities, this may involve the expulsion of vessels or a delay in the vessel's arrival.

If the maritime security level is raised, vessels will be notified and instructed by the Security Manager/PFSO and/or LOC on how to proceed.

When raising the maritime security level on the ship or in the port facility, there must be a dialogue between the SCO/SSO and the PFSO prior to the call to agree on security measures, this is documented in a Declaration of Security (DOS). A template is available on our website.

Contact information:

	Telephone	**e-mail**
PFSO	+47 412 03 007	Wenche.seim@polarbase.no
NorSea Polarbase Security	+47 911 15 700	portvakt@polarbase.no
NorSea Polarbase LOC	+47 975 75 198	order@polarbase.no

4.2 Maritime security level

The ship must have at least the same security level as the port facility upon arrival. Deviations will be reported to the Norwegian Coastal Administration and may result in sanctions against the vessel. For questions, contact PFSO, Polarbase Security or LOC.

4.3 Security agreement (DoS – Declaration of Security)

A security agreement/DoS is only necessary if the ship has a higher security level than the port facility, or if there has been a specific threat or security incident that requires this.

4.4 Vessels without ISSC certificate

See chapter 7.3

4.5 Personal access and driving permit

Access to the ISPS area is controlled. 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 Polarbase Security.

For more information, see website

4.6 Supplies to vessel

Supplies can be transported to the quay within the applicable safety rules. The carrier must register with the gatekeeper in advance.

The vessel's cranes can be used to load/unload own supplies and spare parts. However, no equipment that can emit sparks should be lifted without prior approval from the Logistics and Operations Centre.

For larger projects and high 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.

4.7 Diving

It is not permitted for diving operations to take place at the quayside without prior approval.
If the security level is increased, special rules will apply.

4.8 Fishing and use of fish traps

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

4.9 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 operations

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 Polarbase, 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. The operation shall not be resumed 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 Polarbase, unit Bulk must ensure that the hoses are connected/disconnected on land.

5.4 Bulk / bunkering speed

A toolbox 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.

The need for measures should be considered when handling products that are 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 Centre and communicated in the line.			

5.7 Emergency stop

Emergency stop when delivering MGO is triggered with 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 are made by 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 Centre, 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 Centre must also inform the Emergency Response Centre about the times for the activity.

5.9 Drinking water (FW)

Drinking water is ordered via Polarbase Logistics and Operations Centre. Any need for water samples must be pre-ordered.

5.10 Portable electrical equipment, including telephone

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

6 Use of shore power

Shore power is available at quay 1 and quay 2, ref. table 9.2.

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: order@polarbase.no
- Training is required before vessels can use shore power systems. Property provides user training and check-out.
- 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

Phone: +47 975 75 198
e-mail: order@polarbase.no

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 Polarbase 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 Polarbase 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 SafeSeaNet.

Quay is ordered per e-mail at order@polarbase.no 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 Centre will confirm when a quay has been allocated.

7.2 Personal access / Crew lists

Before arrival, vessels must send crew lists to portvakt@polarbase.no

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.

Vessels without ISSC (ISPS) that have regular calls at the port facility can 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 must be cleared with Polarbase Security (PFSO)
- Visits or crew changes must be cleared with Polarbase 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 byproducts 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 3

8 Sailing to the port facility – pilot service – anchoring

8.1 Sailing

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 The Quay facilitiy

Quay data	Quay 1	Quay 2	Quay 3	Quay 4	Quay 5
General information					
Length (m)	293	90	22	95	68
Depth (LLV)(m)	10	13	12	13	15 7 m from quay 20 m depth
Load point, t/m^2	70/100	70	100	100	150
Load even, t/m^2	100	100	50	100	70
Fendering	Tires	Tires		Tires	Tires
Height Euref89	K+2,80	K+20,80	K+1,867	K+2,90	K+2,90
Shore power					
	Yes	Yes			
Bulk and bunkering products					
Water	Yes	Yes		Yes	Yes
MGO / Base oil	Yes	Yes		Yes	Yes
LNG				Yes	
Barite	Yes				
Bentonite	Yes				
Brine	Yes				
MEG	Yes				
Mud	Yes				
WBM	Yes				
OBM	Yes				
Cement	Yes				
Slope	Yes	Yes			
Risk factors					
Gas danger				Yes	
Static electricity precautions				Yes	
Electricity available on quay					
16A/230V – 1 fas	2	1	-	-	-
63A-400V – 3-fas+N	2	-	-	-	-
125A/400V – 3-fas+N	2	1	1	1	1

Bollards	
Quay 1	10 m between 50 t 100 t
Quay 2	5x100 t in front 200 t bak, 120 m. between
Quay 3 Ro-ro	1 x 50 t Traffic load 1: Mafi wagon with 8 wheel set max load per wheel set 12,5t
Quay 4	5 x 50 t in front 200 t 140 m between /DNV-certified 300 t 190 m mellom /DNV-certified
Quay 5	2 x 200 t in corners 2 x 100 t middle front 200 t og 300 t in trailing edge /DNV-certified

10 Mooring

10.1 General

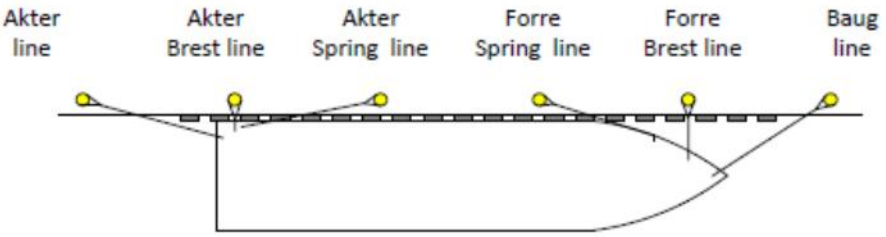
Vessels must exercise care when docking to avoid damage to the quay or fenders. A lot of friction in the tires must be considered so that no dangerous situations arise. Vessels with their own fixed fenders must ensure that these do not damage the fender attachments on the quay. Any damage to the quay or fenders must be reported immediately to the Logistics and Operations Centre.

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 centreline of the vessel and placed as far aft / forward as possible.
- Spring lines should be oriented as parallel as possible to the longitudinal centre 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 are required to use approved mooring personnel from land.
Contact details for ordering of Mooring/Unmooring:
Mobile: +47 975 75 198
E-mail: order@polarbase.no

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 can 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 manoeuvrability 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 Division of responsibilities

11.1 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.

11.2 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.

11.3 Distribution of responsibility

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

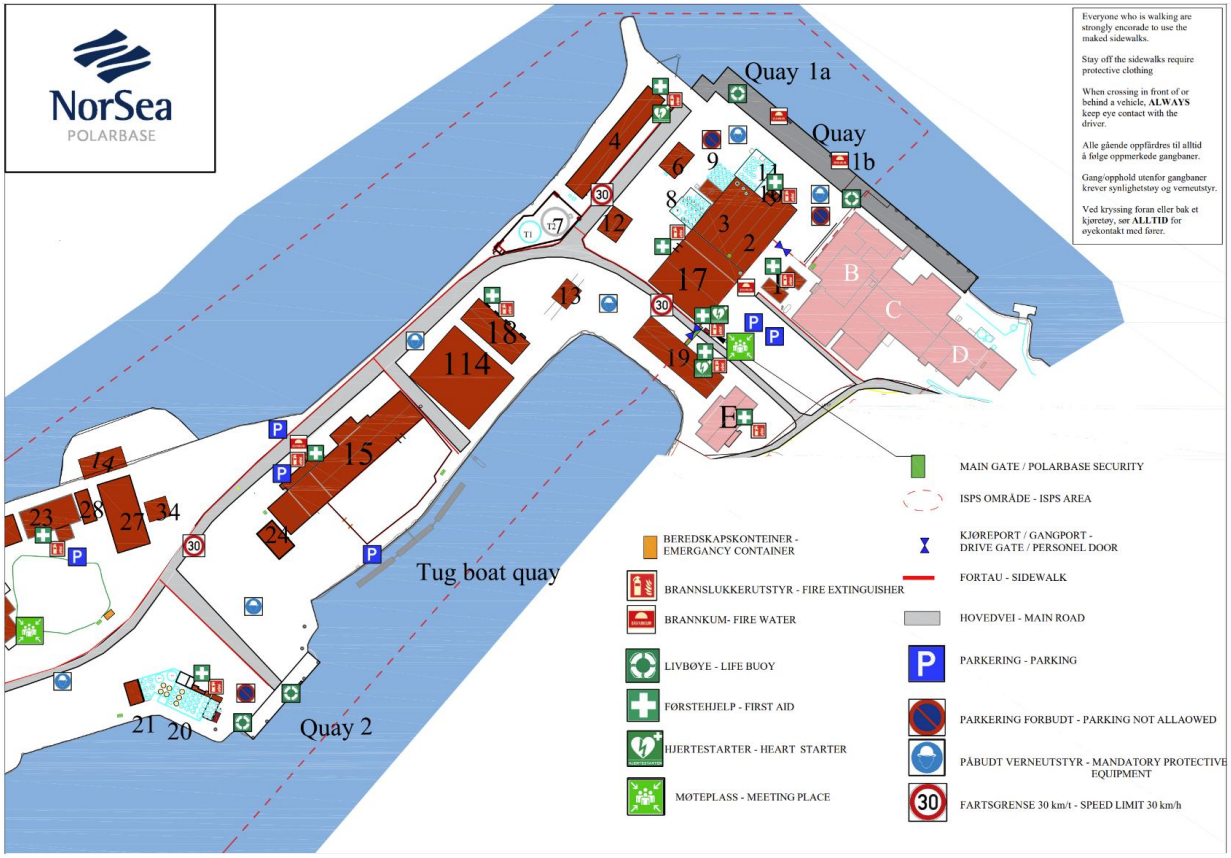
A safe job is best done with good cooperation, coordination and good two-way communication between everyone involved. All operations must be carried out with a common understanding.

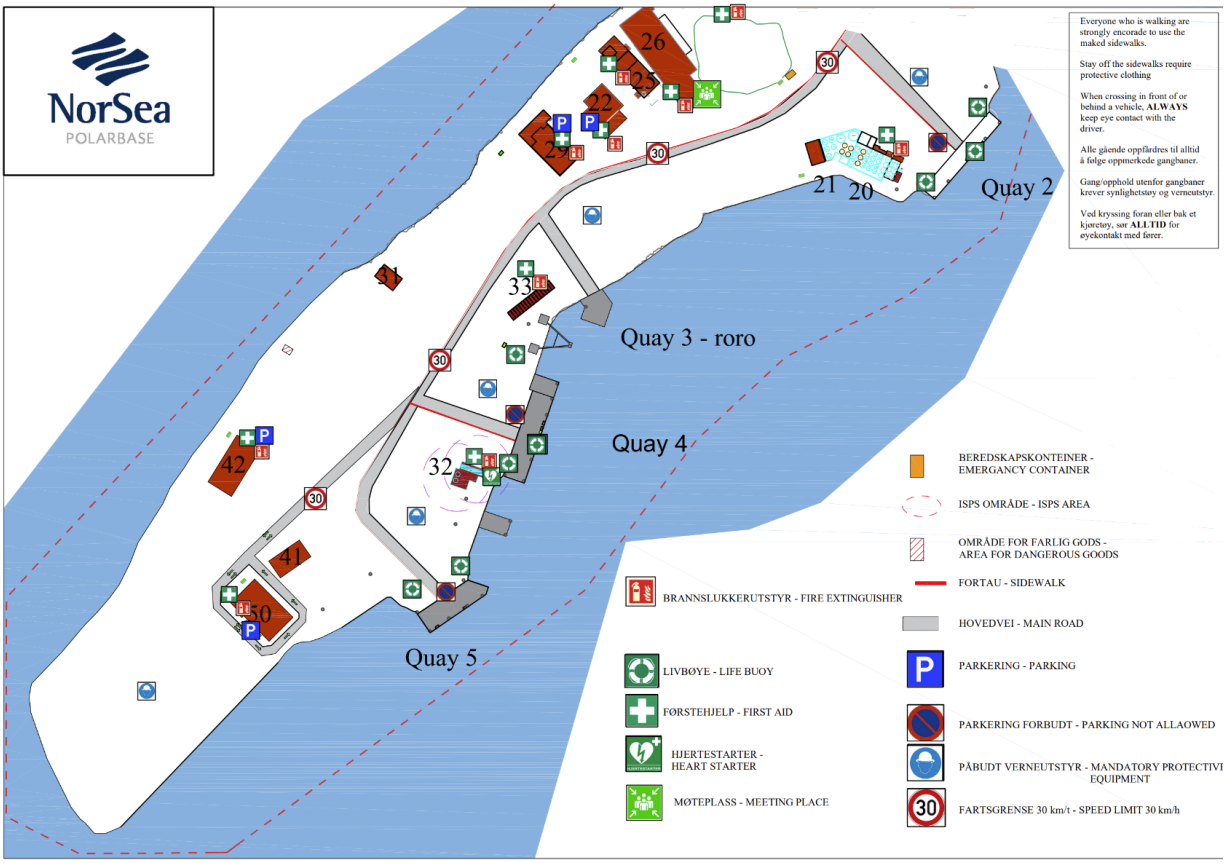
The vessel's crew must be aware that the responsibility for loading and unloading on board the vessel rests with the vessel's Captain. The vessel is responsible for ensuring a secure connection between all transfer equipment into the vessel's tanks/holds. The vessel is responsible for the unloading of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

12 Appendix

Appendix 1	Map with quays, emergency equipment, walkways
Appendix 2	Emergency response plan (Norwegian/English)
Appendix 3	Routine if detected gas atmosphere on vessel prior arrival NorSea Polarbase

Appendix 1: Map with quays, emergency equipment and walkways





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

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

Contact HSSEQ administrator NorSea Polarbase if you have any questions.

There are marked walkways for safe walking.

The individual must take responsibility for not walking in areas with activity that could challenge HSE.

If you are going to pass where there is activity, it is important to make eye contact to pass safely.

When walking on walkways, there is no requirement to use PPE/personal protective equipment.

Appendix 2: Emergency response plan (no/eng)

Notification plan

Doc. ID: 2982 Version 2.2 Date 08.02.2024

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784 21 700

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Perform lifesaving first aid (ABC)

Consciousness – Is the person conscious?
A. Airways – Tilt head backwards – free airways
B. Breathing – Is the person breathing normally?
C. Circulation – Bleeding / circulatory failure

Defibrillators:

- Security gate
- Building 4 – base operations
- Barracks on quay 4

Fire measures:

- Notify your colleagues.
- Close doors and windows
- Use fire extinguisher, if safe to do so.
- Leave the building by the nearest emergency exit.
- Report to your assembly point

Assembly point is signposted:

Light pole/parking by Security gate: Inner base area (building 1, 19, up to and including building 18)
In front of building 26 NOFO (blue sectional gates): Outer base area (from building 15 and all buildings on outer base area)

- The emergency services will normally arrive in 10-15 minutes.
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Familiarize yourself with local notification routines so that notification is carried out quickly and efficiently.

NorSea Polarbase AS

Varslingsplan og nødinstruks

Doc. ID: 2982 Rev: 2.10 Dato: 29.01.2025

Internt varslingsnummer:

784 21 700

Varsle nødetater	
Ambulanse	1-1-3
Politi	1-1-2
Brann	1-1-0

Nødinstruks:

Opplysninger ved varsling:

1. **HVEM** ringer
2. **HVA** har skjedd
3. **HVOR** (nøyaktig stedsangivelse)

Gi Førstehjelp:

Få oversikt over situasjonen	Livreddende førstehjelp (BLÅS)
Prioriter førstehjelp slik at de som trenger den mest – får den først.	B. Bevissthet – Er personen ved bevissthet? L. Luftveier – Bøy hodet bakover – frie luftveier Å. Åndedrett – Sjekk om personen puster normalt
HLR = 2 innblåsninger x 30 kompresjoner	S. Sirkulasjon – Blødninger / sirkulasjonssvikt

Hjertestartere:

- Portvakt
- Bygg 4 - basedrift
- Brakke på kai 4

Branntiltak:

- Varsle dine kollegaer.
- Prøv å slukke, hvis mulig.
- Lukk dører og vinduer.
- Forlat bygget, bruk nærmeste nødutgang.
- Gå til møteplass og rapporter til Brannvernleder.

Møteplasser er skiltet

Parkering ved Portvakt: Indre baseområde (bygg 1, 19 og alle bygg til og med 18)
Foran bygg 26 NOFO (blåportene): Ytre baseområde (fra og med bygg 15 og alle bygg utover basen)

- Nødetatene vil normalt ankomme 10-15 min. etter varsling.
- På dagtid varsles Industrivern som håndterer førsteinnsats inntil nødetater ankommer.
- Portvakta gir nødetatene uhindret adgang til havneanlegget og veibeskrivelse.
- Industrivernet møter nødetatene ved ankomst skadested.

Gjør deg kjent med lokale varslingsrutiner slik at varsling gjennomføres raskt og effektivt ved behov.

NorSea Polarbase AS

Appendix 3: Routine if detected gas atmosphere on vessel prior arrival

No	Description - conditions	Responsible	Comment
01	The vessel shall inform NorSea Polarbase 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 tlf. 975 75 198
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 Polarbase Logistics and Operations Centre**	If there is a high volume or uncertainty about this, the request shall inform local emergency authorities, Emergency Response Centre 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 gas infested tanks onboard vessel or unloading of fluid from vessels tanks.	**Selected waste supplier** (SAR, MWM 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?