



# REGULATIONS FOR VESSELS

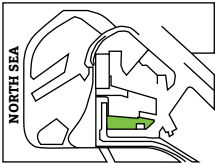
General information about EMO and specifics

on how to complete your work safely and efficiently

PLAN EMO

LOCATION AND LAYOUT

Situation Maasvlakte



Legend

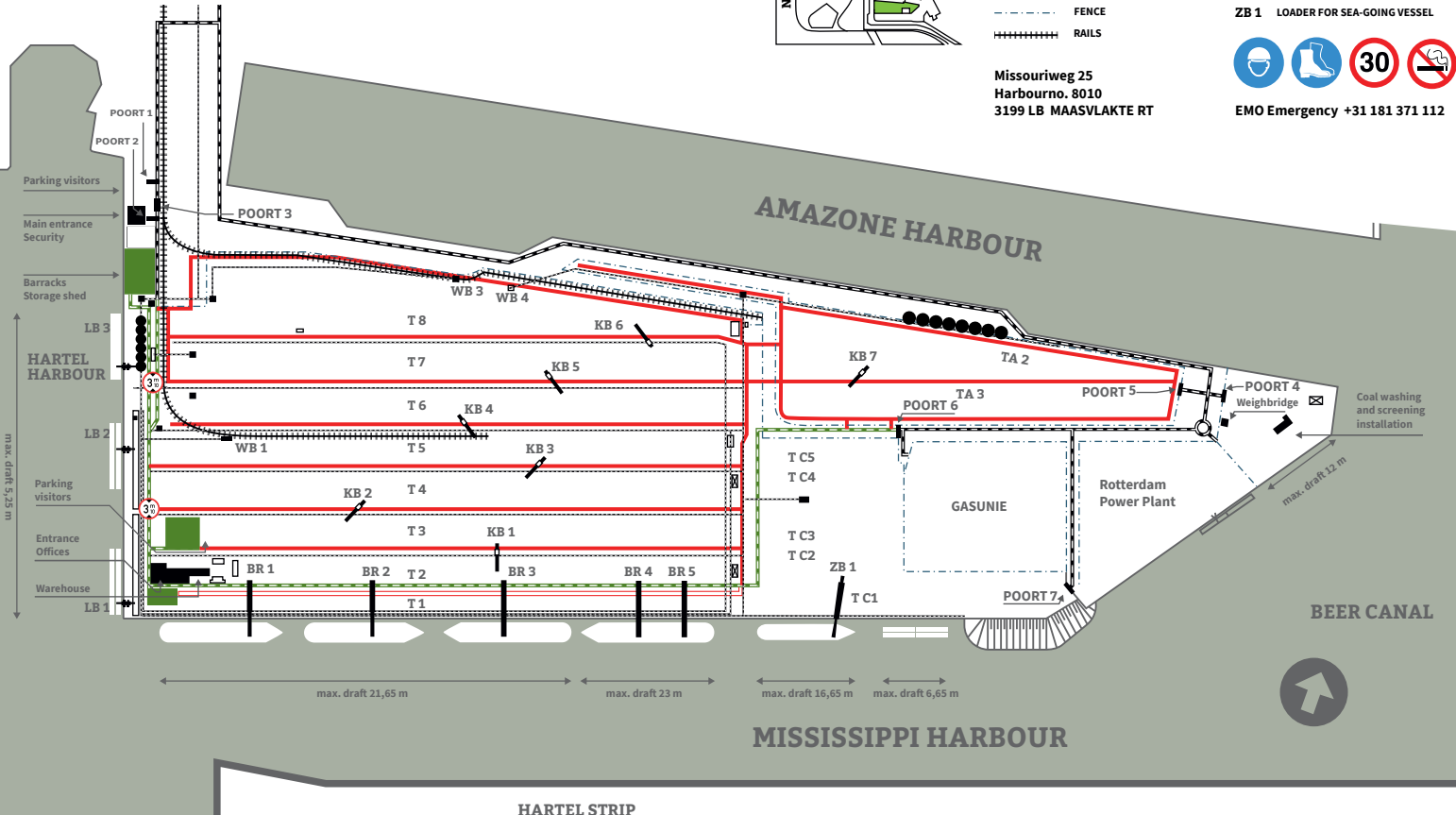
- PUBLIC ROAD
- FREE ROUTE max 30 km/h
- FORBIDDEN AREA
- ROUTE WITH RESTRICTIONS
- CONVEYOR BELTS
- FENCE
- RAILS

- T STOCK YARD
- BR UNLOADERS FOR SEA-GOING VESSEL
- LB BARGE LOADERS
- WB RAILCAR LOADERS
- KB STACKER/ RECLAIMER
- ZB 1 LOADER FOR SEA-GOING VESSEL



EMO Emergency +31 181 371 112

Missouriweg 25  
Harbournr. 8010  
3199 LB MAASVLAKTE RT







**DANGEROUS SITUATION?  
PLEASE REPORT!**

**OR GO TO [WWW.EMO.NL/DANGER](http://WWW.EMO.NL/DANGER)**



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# 01. INTRODUCTION

## WELCOME TO EMO

This booklet contains general information about EMO and specifics on how to complete your work safely and efficiently. Working at EMO means: integrated concern for safety, environment and quality. With regard to the regulations in this booklet we rely on a close cooperation during your stay at our terminal.

## INTRODUCING EMO

EMO is a leading stevedoring company in its sector, specializing in the transshipment and distribution of dry bulk goods.

The company has been located on the Maasvlakte since 1973. Here its terminal annually discharges up to 30 mio tonnes of dry bulk goods from vessels and loads them into pusher convoys, barges, trains, trucks and sea-going vessels.

Long or short term storage is also one of the possibilities. For this the company has specialist machinery, linked together with a system of conveyors.

As well as storage and transshipment, EMO is also able to add value to products by blending, screening, crushing and washing the bulk goods.

## EMO'S BASIC VALUES

### Mission statement

EMO, leader in dry bulk transshipment and storage believes in her own responsibility.

### We will take care of

- reliable dry bulk transshipment and storage;
- excellent relationships with clients and suppliers;
- safety for everyone on our premises;
- our surroundings;
- dust prevention/sound management/environment.

This booklet outlines the basic principles underlying EMO's policy objectives.

One of those principles is to have clear and known rules both for our own staff and third parties. It is important for third party employees working on the quay or on the site to be familiar with our company's rules.

We ask you and your colleagues to study the contents of this booklet carefully and act accordingly.

## TERMINAL

### Capacity

EMO offers a discharge capacity of around 30mio tonnes. Daily unloading rates of up to 120,000 t.

The whole terminal is connected by an internal conveyor belt system. Handling capacity, including discharge (also floating crane operations), loading and rail car handling, up to 60 mio tonnes per year.

## MISSISSIPPIHAVEN - UNLOADING BERTH FOR SEA-GOING VESSELS

Quay length	1,350 m	operational air draft:
Draft	21.65 m NAP: berths 1-3	- 18.0 m (unloaders 1&2)
	23.0 m NAP: berth 4	- 19.5 m (unloaders 3,4&5)
Vessel size	up to 400,000 dwt	
Discharge equipment	2x 50-t grab unloaders (1&2)	
	3x 85-t grab unloaders (3,4&5)	
	outreach 45 m	
	grab clearance 30 m	

Be aware that unloaders can be operating in full automatic mode, which means that there is no cranedriver present at the unloader. Operation of the unloader is taking place in the control room.

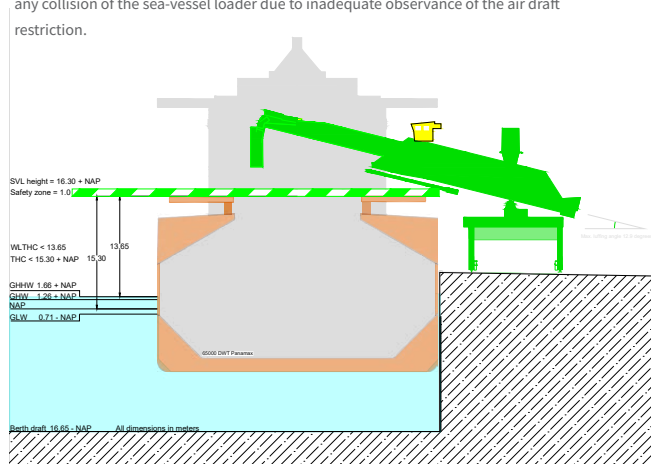
**MISSISSIPPIHAVEN - LOADING BERTH FOR SEA-GOING VESSELS AND BARGES**

Quay length	berth 5: 282 m berth 6: 218 m
Vessel size	up to 80,000 dwt/ max 232 m
Draft (mean low water)	berth 5: 15.65 m NAP berth 6: 6.65 m NAP
Max. operational air draft*	13.65 m NAP **
Loading equipment	one shiploader 2,500 tph

The air draft must be controlled and monitored by the ship's officers whereby the top of the hatch coaming must not exceed +15,3m above NAP in order to ensure safe loading operations at extreme tidal conditions\*\*\*.

Horizontal lines have been marked on the shiploader to indicate the air draft limitation. The top of hatch covers must remain below these marks.

Vessel is responsible for monitoring air draft and will be held responsible in case of any collision of the sea-vessel loader due to inadequate observance of the air draft restriction.



\* Air draft = WLTHC, the distance from Water Line to Top of Hatch Coaming.

\*\* Keeping an air draft of maximum 13,65m or less ensures safe loading operations at "normal" tidal conditions. Normal tidal conditions are tidal conditions whereby the water level is below Mean High Water Spring (MHWS), which is +1,66 above NAP at EMO.

\*\*\* Extreme tidal conditions are tidal conditions whereby the water level is above Mean High Water Spring (MHWS), which is +1,66 above NAP at EMO.

If the air draft exceeds this, the ship loader cannot be positioned and this may result in delays to the commencement of loading or interruptions of loading.

EMO will only load vessels after technical and commercial acceptance of nominations. Vessels with deck-gearing and/or McGregor-hatches might be excluded or could only be accepted with dead freight depending on the geometry of the vessel.

**Storage**

Ground storage	170 ha stockyard of which 100 ha paved
Capacity	up to 7 mt (depending on product mix etc)
Equipment	7x 5,000 tph stacker-reclaimers Mobile equipment including high capacity front loaders

**HARTELHAVEN - COASTER LOADING/BARGE HANDLING BERTH**

Quay length	950 m
Draft	6.00 m NAP
Loading equipment	3x 2,500 tph units
operational air draft:	9.5 m NAP

**Rail car loading**

	coal	iron ore
Loading rates up to	2,750 tph 16 trains daily	3,600 tph 6-7 trains daily
Weigh bunkers	2x 80 t	2x 60 t
Rail car capacity	65 t	120 t
Max. train capacity	2,750 t	4,000 t



#### Blending silos

Capacity	6x 7,000 t
Discharge rate	3,500 tph

#### Screening/crushing

Daily output	2,000 t through two installations up to three grades per unit
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#### BEERKANAAL - BERTH FOR HANDLING WASHED/SCREENED PRODUCTS

Quay length	180 m
	130 m
	200 m
Draft	12.0 m NAP (130 m quay)
	12.0 m NAP (200 m quay)

#### Washing/screening installation

Daily capacity	2,500 t
	up to eight grades
Equipment	dedicated mobile crane for reloading

## 02. ISPS CODE

In compliance with the ISPS Code the following procedures must be followed:

- Before visitors, like suppliers and repairmen, are allowed to enter the terminal to visit a vessel, the ship's officer must have provided our security guard (at the entrance of the terminal) with a detailed list stating name of the visitor, date, time of arrival, kind and quantity of the goods, etc.
- The ship's officer must provide the Port Facility Security Officer (PFSO) with a crew list. When the crew changes a new list must be given.
- Any other agreements must be made between the Ship's Security Officer (SSO) and the PFSO.
- The terminal or the vessel can decide to use a Declaration Of Security (DOS).

## 03. COMMUNICATION

During operations, EMO has appointed a foreman, who is in charge of all discharging and loading operations at the Mississippihaven, Hartelhaven and Beercanal. He is the Terminal Representative in accordance with the requirements of the International Maritime Organization's BLU Code and will be responsible for the communication about the discharge/loading plan and for completing the safety checklist together with the ship's officers.

The foreman can be reached via the boatswain who is present most of the time during loading and discharging. When the boatswain is not present, the foreman can be reached via the crane driver (when manually operating) or through the control room operator, +31 181 371 178 (when in automatic operating mode).

In case both are not available, the foreman can be reached through Security: +31 181 371 223.

During loading and discharging operations, the boatswain is responsible for the contact between the ship's officers and the crane driver/control room operator; he will listen to the instructions of the ship's officer and, when necessary, act on them. During non-operating hours (e.g. holidays), please contact the Security department (+31 181 371 223).

**OFFICIAL HOLIDAYS**

EMO works 24 hours per day, 7 days a week with the exception of the following official Holidays:

- New Years Day (1<sup>st</sup> January)
- Easter Sunday and Easter Monday
- Kings Birthday (27<sup>th</sup> April or 26<sup>th</sup> April if 27<sup>th</sup> April occurs to be a Sunday)
- Liberation Day (5<sup>th</sup> May, every 5 years, 2010/2015 etc)
- Whitsunday and Whitmonday
- Ascension Day
- 1<sup>st</sup> and 2<sup>nd</sup> Christmas Day (25<sup>th</sup> and 26<sup>th</sup> December)

Works ends from 15.30 hours of the day preceding an official Holiday through to 07.30 hours of the day following an official Holiday.

## 04. ENTERING THE TERMINAL

When a vessel's crew enters the EMO terminal, the following instructions must be followed:

- In the operation areas you must wear a safety helmet, safety shoes and reflective clothing at all times.
- Follow the free route only (green line on map). Access outside this route is prohibited.
- It is strictly forbidden to enter any machines, equipment and workshops.
- While at the terminal you must exercise utmost caution.
- Do not enter the working area while the crane is in operation. Area as shown on page 15.
- Be attentive to sound signals when equipment is starting or moving.
- Machines and conveyor belts can unexpectedly start moving.
- Wheel loaders, dumpers and other EMO rolling stock have right of way over other traffic.
- It is strictly forbidden to pass underneath conveyor belts. You must use the special, "safety passage" beneath the conveyor belts.
- When leaving and returning to the vessel use the shortest safe route. Always use a 'safety passage'. If the nearest safety passage is blocked by a crane, go to the second

nearest safety passage.

- The nature of work at the terminal means that contamination of clothing, footwear and goods being carried cannot be completely avoided.
- If you need a taxi, you can either call your agent or ask the boatswain.
- Entering the EMO terminal is entirely at your own risk, including vehicles and goods. EMO or EMO employees accept no liability for any damage whatsoever.
- By entering the terminal, any person acknowledges exclusion of any form of liability on the part of EMO.
- On the entire EMO premises smoking is prohibited.
- Photography and filming for publication, is strictly forbidden without prior permission of the Communications Department of EMO.

## 05. DAMAGE

The moment each hold is empty, it will be reported to the ship's officers for inspection. EMO's technical foreman is authorized to settle any damage.

Any damage which is caused by the stevedores, has to be reported to the boatswain on duty immediately or at least 1 hour before the end of each shift i.e. 06.00/14.00/22.00 hours.

The boatswain will inform the technical foreman who will sign the damage report. If EMO is at fault, repairs will be made immediately or at later stage by mutual agreement.

If a damage could impair the structural capability or watertight integrity of the hull, or the vessels essential engineering systems, the relevant classification society and the administration of the flag state and the terminal representative must be informed by the master.

The terminal representative is responsible for informing the Port State Control (PSC).

## 06. GENERAL SAFETY AND ENVIRONMENTAL RULES

Every first Monday of each month an alarm signal is tested at the terminal.  
In case of emergency you will be informed by EMO.

### SAFETY

For protection of persons on board of a vessel, it is the vessel's responsibility to comply with the following regulations:

#### Safe access to the vessel

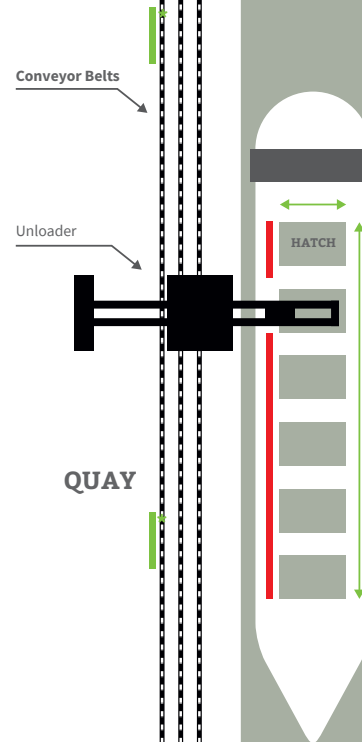
- Sturdy gangway with handrail or a ladder with a strong safety net underneath and a life buoy on board at the access point.
- Adequate lighting, minimum 8 lux.
- One should not be underneath nor within the range of a moving grab unloader or loading machine. This includes the quay.
- Height difference between quay and gangway during loading and discharging and tidal movement must not exceed 25 cm.

#### Accessibility of decks

- Decks must have adequate lighting, minimum 8 lux.
- Decks/platforms leading to holds must be easily accessible and free of obstacles, snow and ice.
- Where necessary the decks must have sound railings.

#### Access to holds (only for discharge)

- A fixed hold ladder fore and aft of the hold, safe and well maintained:
  - Steps minimum 15 mm wide.
  - Platforms must have railings.
- Access to the hold via an enclosed shaft, free of noxious gasses and with adequate ventilation.
- Access to shafts must have adequate lighting, minimum 8 lux.



If ship unloader(s) is/are in operation, when entering the vessels deck, one is obliged to use the safety route as shown below.

\*Safety passage





## HOLDS

The holds must be suitable and safe for stevedoring operations:

- Before discharging, potentially hazardous objects or objects forming an obstacle to discharging should be removed or indicated. For example such objects and obstacles may include:
  - Deck cranes should be placed straight out at water side.
  - Adjacent fuel tanks.
  - Position and type of hold ladders, position of projecting pipes.
  - Steeply receding sloping sides.
- Lighting in holds must be minimum 20 lux.
- Floor of hold should be completely level.

Please note that trimming of holds is done manually, with the help of wheel loaders/ tracked vehicles using a vibrating plate or other cleaning equipment when necessary.

EMO is not obliged to remove cargo residues or sweeping the holds.

## HATCHES

EMO will NOT remove spillage from the hatch covers, unless the vessel can provide a safe working area consisting of a sturdy rail with stanchions on four sides and hatches closed and secured upto 30cm/1 foot.

## LOADING/DISCHARGING PLAN

Before loading/discharging, an agreed loading/discharging plan must be handed to the Terminal Representative. Changes in the plan should be in compliance with the BLU Code.

## OBO/OOC

Before discharging/loading, a valid gas-free certificate must be handed over to the Terminal Representative or control room.

## OBO/OOC WITH INDEMNITY

Before discharging, a valid certificate of indemnity must be handed over to the Terminal Representative or control room.

## SHIP EQUIPMENT

The use of ship equipment for loading and unloading, such as deck crane and unloading boom, is strictly prohibited during operations.

## SLOPS

Discharging of any slop on board of the vessel needs special permission of EMO and also requires a valid certificate by HCC.

## REPAIRS

Repair work to be carried out by the ships crew or a repair crew of any shipyard requires permission of authorities, a gas certificate and special permission of the terminal. When hot work is required on the ship, the ship or agent is responsible for reporting to the Port State Control.

## ENVIRONMENT

- Soot blowing alongside of the quay is not permitted.
- Only clean ballast water may be pumped into the harbor.
- Rinsing water from decks, holds, tanks, or any other water contaminated with cargo residues, may not be pumped into the harbor.
- The ship's officers must limit noise nuisance to a minimum.
- It is strictly forbidden to leave any waste on the quays.
- Limit smoke emissions to a minimum.
- It is strictly forbidden for ships to use their radar when alongside the quay.

# 07. DELIVERY OF GOODS

- Any goods delivered for the vessel must be removed from the terminal immediately.
- Goods left behind will be removed at the vessels expense.
- Waste such as plastic, cardboard, pallets or boxes stemming from goods destined for your ship are to be cleared up by your crew immediately.
- No cars are permitted on the quay.
- Via the quay it is only possible to deliver goods which can be transported manually using the special, safety passages as indicated.



- Bunkering of oil and drinking water and delivery of (heavy) goods can be carried out via the water side of the vessel, but it may not affect discharging/loading.
- All goods, which cannot be carried by hand, need to be delivered via water side.

## 08. COMPLYING WITH AGREEMENTS

A vessel, entering the Port of Rotterdam, must comply with the Rotterdam Port Regulations.

The crew of the vessel should have a valid employment agreement with trade unions or employment agencies that is covered by or acceptable for the ITF.

On arrival at the terminal, this instruction booklet is handed over to a ship's officer, who will be requested to sign for receipt. Additionally, signature of the ship's officer is requested on a statement that the instructions mentioned will be followed and carried out. Stevedoring operations will not start before this statement is signed and handed over to the Terminal Representative.

### SAFEGUARDS, LADDERS, ETC. ARE NOT IN ORDER

- Exemption for repair is given until the next voyage. For this, the ship's officer must sign a declaration of agreement.
- Exemption is given for a specific period (in hours) giving the ship's officer the opportunity to correct the defects mentioned.
- If the defects are serious (un)loading may not start (or will be suspended) until such defects have been repaired.
- If means of access to the hold are not sound and safe and cannot be rectified within a short period, EMO may refuse to trim the hold completely.
- Any extra cost to be made in order to finally enter the hold safely will be entirely for the account of the vessel.

### INADEQUATE LIGHTING

- EMO can hire additional lighting devices for the account of the vessel.
- Decks must have adequate lighting, minimum 8 lux.
- Access to shafts must have adequate lighting, minimum 8 lux.

- Lighting in holds must be minimum 20 lux.

### MEANS OF ACCESS TO VESSEL

In some cases, it may be impossible for a gangway to be placed out of range of the grab unloaders. EMO's Terminal Representative decides, on a case by case basis, whether this is acceptable. In case a unloader is in operating mode above a gangway, supervision is mandatory. In order to secure safe access to the ship by using the gangway, the unloader must temporarily be stopped. This is done in cooperation with the EMO staff.

### DISCHARGING VESSELS

- EMO is allowed to refuse the discharging of cargo that is out of reach of the mechanical equipment EMO uses to discharge the holds.
- EMO hands over 'bulldozer clean' holds. The Chief Officer can submit comments in good time concerning the clean handover of a hold. Claims following completion of unloading work will not be accepted.
- If the surface of the hold is not level, it will not be discharged entirely.
- Protuding bilge covers, which are mislaid during discharging, will not be returned.
- The stevedore will, with permission of the ship, put a 5 feet container on deck which contains stevedores equipment.

### GENERAL

- It is not permitted to leave gas cylinders, chemicals or waste material on the quay. Any costs incurred for the removal of these cylinders will be charged to the vessel.
- Any radio transmission from the vessel needs special permission of EMO.
- As of 1 July 2004 each vessel > 500 GT must comply with the ISPS-demands.

## 09. EMERGENCIES

If emergencies occur at the EMO terminal affecting vessels alongside the EMO quay, the ship's officers will be informed by EMO immediately. This also applies to cases where the terminal has to be cleared and the people will be evacuated.

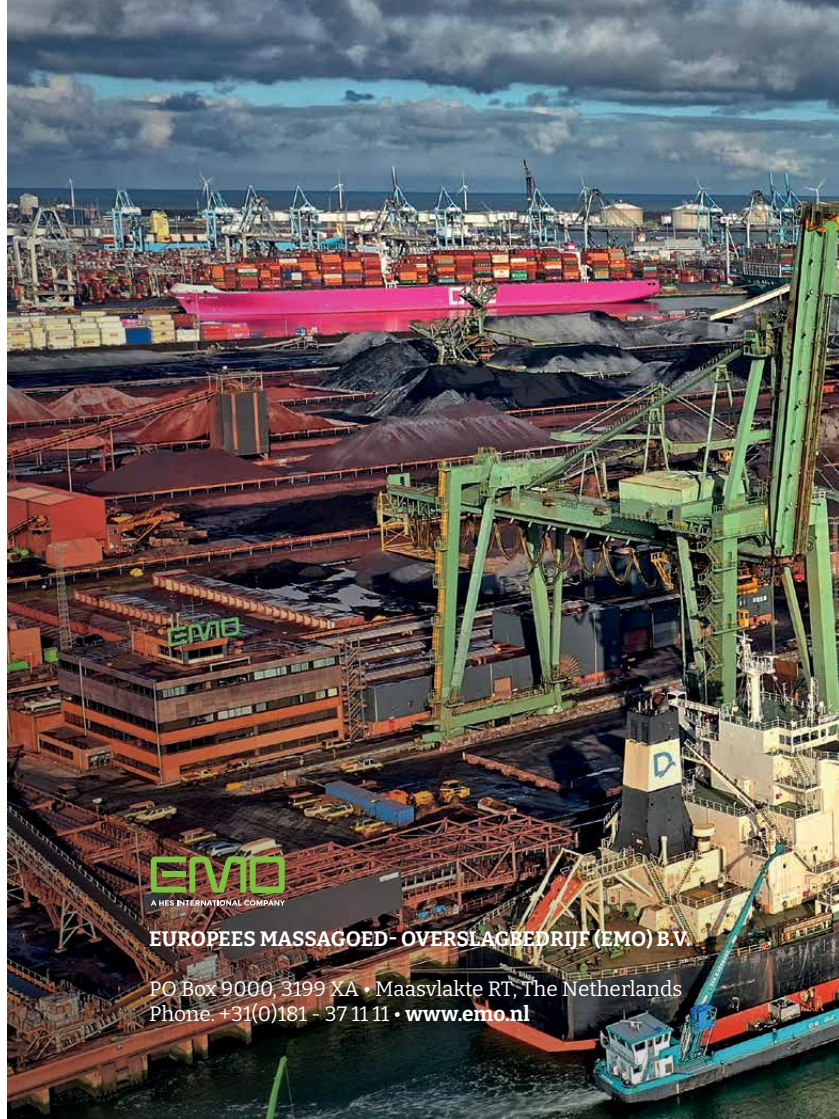
If emergencies occur on board of the vessel affecting EMO staff, equipment, quay or



otherwise, EMO should be informed immediately. This also applies if an ambulance or other emergency assistance has been called for. EMO staff may be able to assist.

To contact the EMO emergency services, please dial: **+31 (0)181 371 112.**

On all operations the IMO BLU Code is applicable.



**EMO**  
A HES INTERNATIONAL COMPANY

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