

INLAND SHIPPING

INSTRUCTIONS



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01. GENERAL

Welcome to EMO. This instruction manual provides general information about EMO and specifically about the safe and efficient working practices at our terminal. Working at EMO requires shared attention for safety, the environment and quality. We as a company hope that these instructions will help contribute to pleasant and efficient cooperation between EMO personnel and the crews of inland shipping vessels during, before and after loading at our terminal.

02. DOCK NUMBERS



03. WASTE SUBSTANCES (INLAND SHIPPING DECREE)

- In the event of unloading, in the case of non-unitary transport, EMO will issue an unloading declaration.
- In the event of unitary transport, EMO can check the unloading declaration on board.
- If a vessel or barge is unloaded, in the case of non-unitary transport, the vessel or barge will be handed over swept clean.
- The above also in principle applies in the event of contamination of the ship through spillage or incorrect cargo, which must be unloaded or removed prior to a new loading.
- It is forbidden to shovel overboard or discharge into the water any residues of the cargo from decks, hatches or gangways.
- If the spillage is caused by EMO, you can contact the control room. The department manager will contact you concerning any measures to be taken.
- You can also download the unloading declaration via the EMO website, www.emo.nl. The declaration is available in two languages.

04. REGISTRATION PRIOR TO LOADING

- You can register on arrival at EMO in the Mississippihaven. If calling from another location (such as De Pioneer) you will not be registered.
- If upon registration you are not known to EMO, you will be referred back to the shipping line and/or shipping office. You will then be considered not registered, and will have to maintain contact with EMO by telephone.
- You can report to the control room (+31 181 371175). Reporting is only possible if you are actually present at EMO. The time entered in the system is the time at which the telephone conversation took place. Times cannot be entered in the system retroactively. Telephone traffic may be heavier after a public holiday. Please accept our apologies for any inconvenience.
- If the ISPS Code indicates an increased safety risk, you will not be permitted to moor direct at the dock, without express permission from the Port Facility Security Officer (PFSO). You will be duly notified during telephone registration.
- The transfer of cars or other equipment from inland shipping vessel to shore or from shore to vessel is not permitted at any EMO quayside.
- Please pass on information for example relating to unballasting time (also following mooring prior to loading) to the control room, when registered.
- The control room will make an estimate of the expected date and time of loading. No rights may be derived from this estimate or the details on the EMO Internet site (EMO pl@n).

05. MOORING PRIOR TO LOADING

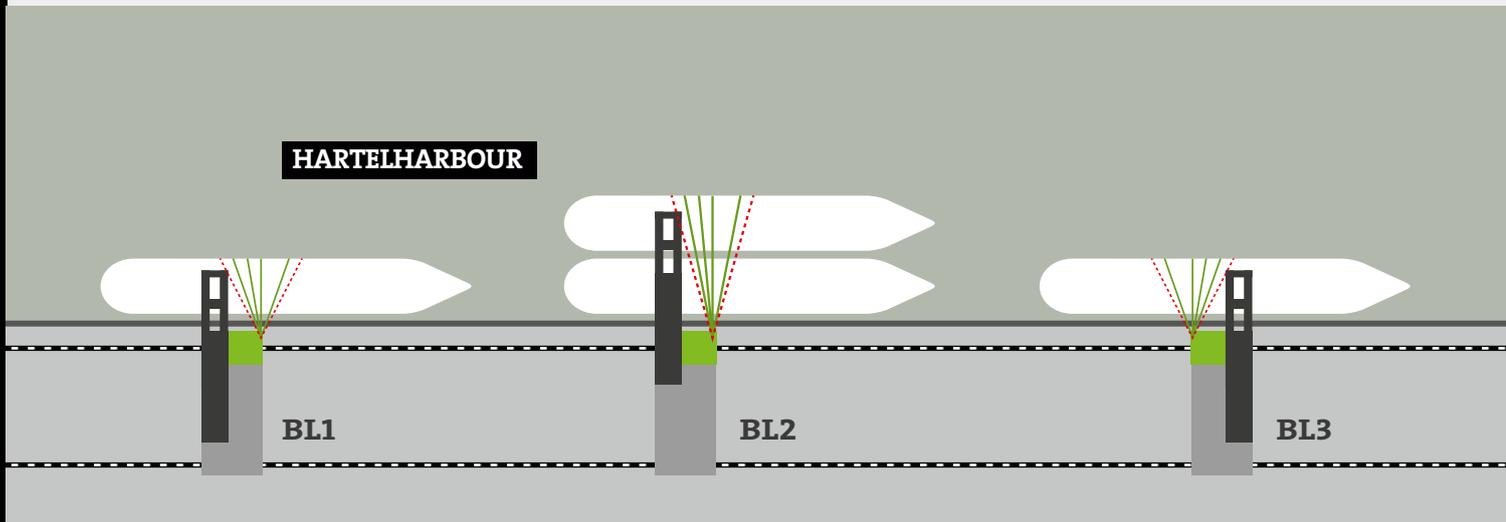
- The skipper is required to soundly moor the vessel or unit. In other words, both the foreship and aftership must be correctly moored with hawsers. EMO will check for compliance.
- The use of spud poles alongside the quay is not permitted.
- The use of the screw during loading is not permitted.
- The control room will call up a vessel or barge for loading, specifying the location at which loading will be carried out.
- Two vessels/barges must at all times be moored alongside one another. It is not permitted to moor the barge in front of the motor vessel ('in bottle configuration') provided that permission is granted by the control room.
- Depending on the number of vessels for a single batch, two vessels/barges will be loaded alongside one another, whereby the shortest vessel will take up the outer berth. This is to avoid carrying out loading over the accommodation and roof area of the inner vessel.
- If loading via a barge loader, the vessel's accommodation section must be moored outside the loading length. The loading lengths are marked on the quay wall. The machine is able to load material up to this point. The advantage of this method is that vessels need not be transferred along the quayside, once the previous vessel has been loaded.
- When loading at the ship loader, bridge or floating crane, a boatswain or crane skipper will be on site, to identify the mooring location.



06. LOADING

Please give the following illustration your full attention in connection with field of vision.

Make sure your hatches are secured and that they are not unintentionally positioned below the load flow.



Within the green zone, instructions can be given correctly. In the red zone, you are out of the field of vision of the operating personnel.

The (telescopic) jib of barge loader 1 and 2 is on the left-hand side of the cabin. On barge loader 3, the jib is on the right-hand side of the cabin.

EXAMPLE OF CORRECT POSITIONING FOR BARGE LOADER 1



- During loading (without protective equipment) you are not permitted to walk underneath the jib, or on the deck.
- The jib of the loader in the Mississippiharbour is on the right-hand side of the cabin. If loading is carried out using this machine, a boatswain from EMO will be on site to pass on instructions from the captain via walkie-talkie, to the operating personnel.
- When loading with a bridge or floating crane, a boatswain/crane captain will be on site who is responsible for communication/instructions between captain and operating personnel.
- Remember that there is a considerable delay between the issuing of the instruction and the actual implementation of the instruction. The cause of this delay is the size of the machines. It is therefore essential to issue instructions in good time.
- If instructions are not possible due to exceptional circumstances, in consultation with the responsible manager, a walkie-talkie may be provided. Possible reasons include heavy snowfall, mist or heavy steam production.
- Prior to loading, agree on the number of tonnes to be loaded. The indicated tonnage may on occasion no longer be correct, due to changing water levels.
- For vessels/barges with hatches, these must be positioned correctly in advance, to avoid waiting time during loading. The hatches may only be moved following clear notification of the operator about the halting or suspension of the load flow! This means issuing the stop loading signal and indicating when loading can be restarted.
- The operating personnel will indicate how many tonnes should be cancelled. If another vessel is to be loaded from the same batch, this cancellation volume will be far less than with the last vessel. On the last vessel, the conveyor system must be run until empty.
- It is vital for EMO that cancellation takes place smoothly. Returned excess ordered material costs a great deal of equipment, manpower, time and as a result money.
- In principle, only 1 additional delivery will be permitted. In other words, any additional order must be accurately determined. A great deal of time is lost if multiple additional orders are made: the machine that delivers the material is often located at some distance as a result of which every additional order can take up to fifteen minutes.
- The propeller/engine must be switched off during loading.

07. INSTRUCTIONS

- To ensure that operating personnel carry out the required actions, clear instructions are essential. Clear instructions help to ensure efficient working.
- During darkness, use of a torch when issuing instructions is recommended.
- The following instructions apply:



Extend jib outwards



Extend jib inwards



Drive the machine around to this side. The circular motion of the hand indicates the direction of rotation of the wheels. The speed of the circular hand motion indicates the recommended travelling speed.



Jib to the centre of the barge or lighter; both are possible depending on the height of the gangplank or hatches.



Halt the movement.



Cancel (run all delivery conveyors until empty).
Make the motion of picking up a telephone; the signal can be clarified by imitating the dialing motion.



Stop loading. This instruction is given if only the conveyor jib should be run until empty, in order to then relocate the machine to the next hold or to the next barge or lighter. Following this instruction, a number of further tonnes or cargo are delivered from this conveyor. For the inner barge (vessel), approx. 15 tonnes are delivered and for the outer barge (vessel) approx. 25 tonnes.

08. FOLLOWING LOADING

- Following loading, coupling in the load length of the barge loader is not permitted.
- If due to current circumstances the inner vessel has first been loaded, this vessel must wait until the ship in the outer berth had also been loaded.
- The loading length must be freed up as quickly as possible for the next ship to be loaded.
- Any loading papers will be provided by the gauger or shipper.

09. SAFETY

Before you enter the EMO site, please take good note of the following requirements:

- You must at all times comply with instructions from EMO personnel.
- You are not permitted to walk beneath any jib conveyor.
- The wearing of a hardhat and safety shoes is compulsory on the EMO site.
- Make sure you are clearly visible, also in the dark.
- Make sure that your hatches are secured and that they are not unintentionally positioned below the load flow.
- You may be filmed on our site, for safety reasons.
- The transfer of cars from vessel to shore or from shore to vessel is not permitted on the quaysides of the EMO site. For vehicle transfers make use of the municipal jetty.

10. ENVIRONMENT

- Cancel any excess tonnage in good time to avoid overfilling the hold. If you do not stop loading in good time, you are personally responsible for cleaning gangways.
- On the inside and outside, loading is permitted up to not more than 10 cm below the top edge of the holds, to prevent loads overflowing into gangways or the water.
- Spilled material in gangways may not be dumped into the water.
- Decks and gangways may not be rinsed clean.
- You are not permitted to leave any waste on the EMO site.
- The propeller/engine must be switched off during loading.