

**LNG Carrier Approval Procedure**  
**LNG Terminal in Świnoujście, Poland**

**PE-PP-10-1-6**

## Document datasheet, issue, distribution and revisions

### Document datasheet

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## 1 Introduction

The LNG carrier approval procedure described in this document specifies the steps to be taken in order to carry out the compatibility study and approval of an LNG Carrier entering the LNG terminal in Świnoujście, Poland. Pursuant to *SIGTTO Ship Vetting and its Application to LNG* the Terminal Operator shall:

- ensure that staff has been instructed to conduct an inspection of the LNG carrier and the inspectors are provided with unimpeded access to the Carrier;
- have full access to SIRE reports;
- ensure that Terminal Operator's staff has the knowledge and experience of marine operations to follow the SIRE report correctly;
- in the event of detected non-compliance - inform all relevant parties including the LNG Carrier's Master of such instance;
- provide information about the terminal on the Terminal Operator's website as far as it is reasonably possible.

## 2 Objectives and Applicability of LNG Carrier Approval Procedure

The procedure aims at ensuring that each LNG carrier arriving at LNG terminal in Świnoujście as well as its owner and / or operator have been subjected to verification in terms of safety, quality and risk management prior to granting approval to call at the terminal and unload the LNG cargo. All LNG carriers nominated to call at the LNG terminal in Świnoujście shall comply with applicable international and Polish law and generally accepted guidelines and standards described in the SIGTTO and OCIMF publications dedicated to the LNG industry.

**This procedure applies to all LNG carriers requesting access to the LNG terminal in Świnoujście.**

### 3 Definitions and abbreviations

**CDI** – Chemical Distribution Institute

**IMO** –International Maritime Organisation

**ISGOTT** – International Safety Guide for Oil Tankers & Terminals

**Terminal Operations Manual - (PLNG Marine Operations Manual and Safe LNG Carrier Berthing Procedure)** – a manual approved by Terminal Operator for the needs of Świnoujście LNG Terminal Users, hauliers, captains and agents This instruction contains key terminal access procedures, approach procedures, operation procedures, connection drawings, compatibility procedures and legal notes..

**Terminal Services Manual** - terminal maintenance and operation manual issued by Terminal Operator as a set of regulations pertaining the use of the LNG Terminal by Terminal Users.

**Loading Master** – a person nominated by Terminal Operator, responsible for unloading LNG cargo. Member of Terminal Operator's personnel.

**LNG** –.

– liquid fuel consisting of methane as its principal component, produced from natural gas in the process of cooling it to the temperature of - 161 °C and stored in cryogenic tank, with quality parameters determined in the Terminal Operations Manual or agreed upon with Terminal User in writing, otherwise shall be null and void.

**Cargo** – Liquefied Natural Gas (LNG) intended for unloading at the LNG Terminal in Świnoujście.

**Non-compliance** – Carrier's failure to meet the requirements of International Conventions, binding regulations of the flag state, requirements of classification societies, port regulations and / or local laws.

**Observation** – Non-compliance with the standards set by the SIGTTO, OCIMF and / or other international transport safety and cargo handling standards.

**OCIMF** – Oil Company International Marine Forum

**Terminal Operator** – Polskie LNG S.A., a company operating in energy sector, providing regasification services including unloading, process storage and regasification of LNG, and acting as Terminal Operator and rendering additional services.

**Compatibility study** – a process designed to ensure the user and the operator of the LNG terminal and the owner / operator of the LNG carrier that the LNG carrier will be able to safely approach the unloading berth of the LNG terminal in Świnoujście, moor, connect the manifold to terminal's unloading arms, discharge the cargo, unmoor, unberth and depart from the berth. It consist in exchanging and comparing information and particulars on the dimensions and technical characteristics of the LNG Carrier and the

marine part of the terminal, mooring equipment, ability to safely deploy the shore gangway on Carrier's main deck, the operating range of the unloading arm as well as compatibility of emergency shut-down systems (ESD) between the carrier and the LNG terminal including voice communication.

**Classification Society** – Any classification society being a member of the International Association of Classification Societies (IACS).

**Terminal user** – natural or legal person or organizational unit not holding legal personality but holding legal capacity using the regasification services or additional services pursuant to an agreement entered into with the Terminal Operator.

**Non-accepted Carrier** – LNG carrier determined non-compliant with LNG Carrier Approval Procedure for LNG Terminal in Świnoujście (PE-PP-10-1-6), or whose acceptance period has elapsed or which is unknown to LNG Terminal in Świnoujście.

**SIGTTO** – Society of International Gas Tankers & Terminal Operators

**SIRE** – Ship Inspection Report Exchange – a programme developed by OCIMF, comprising confidential information and reports database of LNG Carriers' inspections. This database constitutes a unique Carrier-risk assessment tool of value to companies and entities involved in LNG transport and unloading. The entities authorized to use the SIRE database include LNG Carrier owners and operators, LNG terminal owners and operators, and government bodies (including marine administration bodies) concerned with ship and terminal safety.

**Carrier** – an LNG carrier whose owner or operator has submitted a request for Carrier approval to Świnoujście LNG Terminal operator.

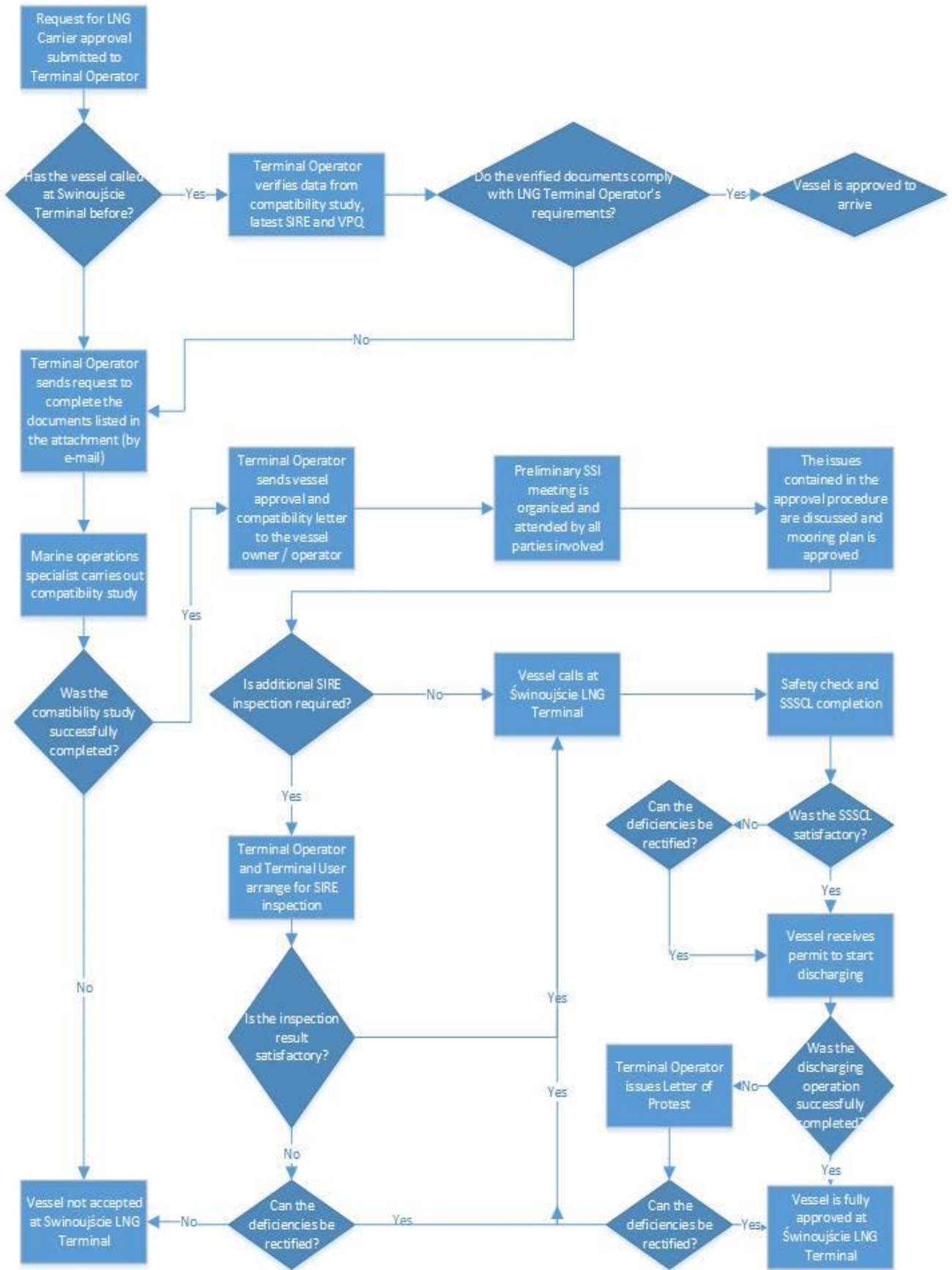
**Carrier owner/operator** - an entity who on its own behalf runs and operates an owned or chartered Carrier.

**Vetting** – a process of evaluating the fitness of an LNG carrier to safely transport and discharge LNG. The vetting process takes into account the use of SIRE reports, CDI, Port State Control Inspections, Flag State profile, Class Profile, Terminal Feedback and for older Carriers the Condition Assessment Program.

**PLNG does not perform carrier vetting procedure, but uses vetting information to assess the Carrier in the LNG Carrier Approval Procedure for Carriers calling at the LNG terminal in Świnoujście.**

**PLNG reserves the right to outsource with third parties the vetting procedure for any Carrier undergoing LNG Carrier Approval Procedure.**

## 4 Approval Procedure Flowchart



## **Notice**

→ **SSI meeting is organized only once and in the event** that such a meeting is required hereunder or pursuant to Terminal Services Manual.

## **5 Objective and components of the Approval Procedure**

The objective of the Approval Procedure is to check the compatibility of the Carrier intending to call at the LNG terminal in Świnoujście. Compatibility assessment covers both technical and engineering aspects, as well as communication and safety.

This procedure is basically aimed at ensuring the safety of LNG unloading operations.

The Approval Procedure is primarily based on established and accepted international regulations adapted by the flag state as well as the state of destination port where the terminal is located. And also on recommendations of SIGTTO and OCIMF industry associations .

LNG carrier Approval Procedure comprises the following components:

- **Step 1 – Preliminary information exchange.**
- **Step 2 – Ship-shore compatibility study.**
- **Step 3 – Ship safety inspections.**
- **Step 4 – Unloading test and Carrier approval.**
- **Step 5 – Carrier Approval follow-up.**



## **6 Approval Procedure**

The details of particular steps to be taken in order to implement the Approval Procedure for LNG carriers calling at Świnoujście LNG terminal are described in subsequent items.

## 7 Step 1 Preliminary information exchange

The main objective for this step is to assemble all relevant information including technical data sheets, diagrams and other information necessary to ensure the ship - shore compatibility. This task involves exchange of information required to carry out the compatibility study between the Carrier owner / operator and the terminal operator. The list of documents required from both parties prior to complete Carrier approval is provided below. Those documents may be exchanged between the parties either in one batch (option preferred by the terminal operator) or progressively in the course of the approval procedure.

Terminal Operator shall provide the owner / operator and the master of the Carrier with the following documents:

- PLNG Marine Operations Manual - Marine Operations Manual and Safe LNG Carrier Berthing Procedure
- Approval Procedure for LNG Carrier calling at the LNG Terminal in Świnoujście
- Completed PLNG Compatibility Form – compliant with SIGTTO Compatibility Check List (appendix to Marine Operations Manual available in editable form).

Pursuant to SIGTTO recommendation, the documents listed above are available at the Terminal Operator's webpage: [www.polskieng.pl](http://www.polskieng.pl). The Carrier owner / operator is required to familiarize himself with the contents of Port Facility Rules and to acquire necessary information regarding the port entry procedures and pilotage from the relevant authorities and institutions directly or through an agent. Terminal Operations Manual - Marine Operations Procedures contain exhaustive information along with references to legal and regulatory provisions as well as reference and source materials, however, it is to serve as a set of guidelines based on laws and regulations applicable at the Port.

Documents which shall be submitted to the Świnoujście LNG terminal operator by the Carrier owner / operator before the so-called SSI preliminary meeting (if such a meeting is required hereunder or pursuant to Terminal Services Manual) concurrently with the application for Carrier approval include the following:

- duly completed Compatibility Form enclosed to Marine Operations Manual and Safe LNG Carrier Berthing Procedure – compliant with SIGTTO Compatibility Check List Carrier;

- General Arrangement Plan, detailed manifold drawing incl. dimensions (with indication of the height above the summer load line, cargo filter type and parameters), diagrams of forecastle, afterdeck, bodyline, trunk deck, main deck with clearly marked gangway landing area, type and allowable operating load of mooring winches and lines;
- Certificates and safe capacity of escort towing winches and lines (as per OCIMF SWL recommendations – at least 200 t);
- OCIMF Carrier Particulars Questionnaire – less than one year old;
- OCIMF TMSA report issued not earlier than a year before lodging the application for LNG Carrier Approval;
- OCIMF SIRE Report – inspection report available on the OCIMF website. (For Carriers less than twenty (20) years old, the report shall be less than one year old; for Carriers more than twenty (20) years old, the report shall be issued less than six months of a date of lodging the application for LNG Carrier Approval);
- For Carriers more than twenty (20) years old also Condition Assessment Programme (CAP) Certificate issued no more than two (2) years before lodging the application for LNG Carrier Approval;
- Carrier Mooring Study subject to Approval Procedure with determination of maximum mooring line loads for boundary conditions [Bad Weather Conditions], computed using Optimoor software and based on data from fendering and mooring devices included in the completed SIGTTO Compatibility Check List enclosed to the Marine Operations Manual and Safe LNG Carrier Berthing Procedure;;
- Gas Form „C“;
- Performance curves for cargo pumps and maximum discharge rate;
- Cargo Tanks Gauging Tables;
- CTMS system certificate and recent calibration information;
- Survey Class Status Report issued not earlier than in the quarter preceding the quarter of the year in which the application for LNG Carrier Approval is submitted
- LNG Carrier Certificate of Entry with its P&I Club;
- Contingency Plans for Carrier cargo operations, mooring and fire-fighting – compliant with ISM Code, Certificate of Accuracy of the Custody Transfer Measurement System and approved Tank Gauge tables;
- Ship Operational and Safety Procedures while alongside;
- Copy of latest Inspection Report of Classification Society, Vetting and Port State Control.

Electronic version of all above mentioned documents shall be send to PLNG by email: [compatibility@polskieng.pl](mailto:compatibility@polskieng.pl)

## **8 Step 2 – Ship / shore interface & compatibility study**

In addition to verification of technical compliance, it is essential to mutually acknowledge the operational procedures of the Carrier and the terminal. This may achieved through a thorough analysis of documents referred to in Step 1. Marine Operations Specialist / Loading Master is responsible for ensuring that all relevant information necessary to conduct the compatibility study has been gathered and exchanged.

Depending on whether the Carrier calls at the Świnoujście LNG terminal for the first time or not, a Marine Operations Specialist / Loading Master shall conduct and / or review the existing ship-shore compatibility study and on the basis of its results shall recommend one of the following decisions to terminal operator:

1. The Carrier is compatible with the terminal facilities;
2. The Carrier will be compatible with the terminal provided that the deficiencies identified in the Carrier Approval and Compatibility Letter are mitigated;
3. The Carrier is incompatible with the terminal facilities thus rendering mooring and/or discharge of LNG at the Świnoujście terminal impossible.

Pursuant to the Terminal Services Manual:

„The results of Compatibility Study will be forwarded to the Terminal User. Shall the Compatibility Study result prove to be positive, i.e. it will determine that the Carrier may safely moor, connect its manifold with unloading arms at the Terminal and discharge LNG, the Terminal Operator will grant such Approval to the particular LNG Carrier.

In the event whereby the Compatibility Study result is negative, the Terminal Operator shall reject the application for Carrier Approval”

, The subsequent actions in the event of identified incompatibility are also determined in the Terminal Services Manual, as follows:

“If any doubts arise whether a carrier should be approved, the removal of such doubts will require tanker inspection, the Operator may request that the Terminal User arranges for (orders) an inspection consistent with the Operator's requirements. Immediately after the inspection is completed, the Terminal User shall inform the Operator in writing about its results. If the

inspection shows any deficiencies rendering such a carrier approval impossible, the inspector shall prepare a list of such deficiencies and provide it to the Terminal User, to the Shipowner and the Operator. The Terminal User's report on the manner of removing the deficiencies shall form grounds for the Operator's approval decision. The LNG Carrier with respect to which the Terminal Operator raises no reservations regarding the results of the compatibility study, and in the event of a meeting or inspection administered pursuant to item 7.1.13. or 7.1.14. and also in consequence of such a meeting or inspection the approval shall be granted. The cost of the inspection carried out at the Operator's request which failed to confirm the doubts raised by the Operator will be borne by the Operator.

### **Analysis of documents**

Pursuant to the Terminal Services Manual, analysis of the documents listed in Step 1 shall cover the following aspects:

- technical compatibility of the Carrier and the wharf (including the unloading berth);
- compliance of the Carrier's nautical equipment and safety procedures and measures with the applicable regulations;
- compatibility of the Carrier's and Operator's communication systems;
- consistency of cargo handling equipment parameters - tanks' gauge tables and custody transfer measuring system (CTMS) must be approved by the classification society;
- agreeing on the mooring and docking technology and procedures.

Preliminary results of the analysis will be sent to the Carrier owner / operator.

**At this stage, in the event that compatibility study is successfully completed by the LNG carrier, a Carrier Approval and Compatibility Letter described in Annex hereto is issued.** By forwarding such a Letter to Terminal User, the Terminal Operator meets the provisions contained in item 7.1.10. of the Terminal Services Manual.

### **Preliminary Ship/Shore Interface (SSI) Meeting**

Pursuant to the Terminal Services Manual:

“Following the compatibility study set out in item 7.1.9. , upon the Operator's reasonable request, and only in the event whereby the Compatibility Study performed identifies some potential irregularities indicated in the Carrier Approval and Compatibility Letter which would require removal, the

Terminal User shall arrange in its own name and at its own cost a meeting in Poland, to be attended by: Shipowner's representative, Terminal User's representative, Forwarder's representative, Harbor Master's Office and Pilot Station's representative and the Operator's representative. The purpose of the meeting shall be in particular to verify together the parameters of the Port of Unloading (including the unloading berth) and the Carrier, safety systems, Carrier's communication and connections with the unloading berth and definition of the parties' tasks. Such a meeting is obligatory prior to the arrival of the first LNG Carrier at the LNG Terminal in Świnoujście."

**Preliminary Ship/Shore Interface (SSI) Meeting Agenda shall include the following items:**

1. Comparison of General Measures of Nautical Management
2. Discussion about each party's mooring arrangements along with the analysis of mooring study developed using Optimooore software.
3. Discussion about towing procedures, including tugboats' equipment.
4. Comparison of Ship-Shore Interface procedures.
5. Discussion about compatibility of technical Interfaces, such as:
  - ESD Systems;
  - Manifold and unloading arms' configuration;
  - Unloading arms' cool-down process and unloading technology;
  - CTMS;
  - Bunkering, ship supplies and waste management.
6. Any other issues affecting the safety of the planned operation of arrival, berthing, unloading, unberthing and departure of a LNG Carrier.

### **Mooring plan**

During the preliminary SSI meeting, the mooring plan will be agreed and approved by all parties involved in the operations. The original mooring plan will be held by Terminal Operator and the copies will be forwarded to the Terminal User, Carrier, pilots, tugboat captains, line handlers and everyone concerned. The plan shall include a simulation of the mooring system load developed by Optimooore software. In the event whereby the preliminary SSI meeting is not arranged, the mooring plan shall be agreed in the course of working arrangements between the Carrier owner / operator and the terminal operator and consequently officially approved.

## **9 Step 3 – Safety inspections on board LNG Carrier**

In accordance with Chapter 3 of this Procedure, PLNG is entitled to order vetting procedure for any Carrier subjected to approval procedure with external bodies.

Such inspection will be carried out **prior to the Carrier's arrival at the LNG terminal in Świnoujście** by an inspector designated and authorised by the terminal operator.

The result of such inspection being one of the conditions of issuance of Carrier approval, shall not affect the assessment of other aspects of the LNG Carrier safety - particularly in relation to the Port Facility Rules. In other words, it must be made regardless of the outcome of SIRE inspection.

A list of comments and any identified discrepancies / shortcomings will be submitted to the LNG Carrier's master at an exit meeting summarizing the inspection. The list of comments is also forwarded to the shipper, who shall send it to the Carrier owner and the charterer.

Upon receipt and verification of the schedule of activities necessary to rectify any discrepancies / shortcomings identified in the SIRE report, Świnoujście LNG terminal operator shall decide whether the Carrier can be received at the terminal.

The LNG Carrier's Owner / Operator shall notify the Świnoujście LNG terminal operator or to ascertain that it has been informed should a Carrier previously approved by PLNG be rejected by any other operator or did not pass safety inspections. The LNG Carrier's Owner / Operator shall also provide the Terminal operator PLNG with all relevant information on the circumstances in that respect.

## **10 Step 4 – Discharge Test**

Depending on the outcome of the procedure described in the previous steps, the Carrier may be approved to carry out the so-called unloading test. In the event that the Carrier is rejected at this stage, the Carrier owner / operator shall be entitled at their own expense, at their own risk and following the arrangement with Terminal Operator, to request the terminal operator to carry out a re-inspection of safety.

Unloading test is performed to ultimately verify the compatibility of the Carrier with the terminal and to assess the degree of understanding of cargo handling procedures by the LNG Carrier crew .

Prior to commencing the LNG unloading operation, a pre-discharge meeting shall be held during which the SSSCL is verified and completed (in accordance with the instructions contained in the ISGOTT guidelines) and safety procedures between Carrier and SSSP terminal shall be agreed.

During this meeting, all other issues that may affect safety of unloading operation shall be settled. The agreed versions of SSSP and SSSCL should be signed by the LNG Carrier master or chief mate and an authorized representative of the terminal operator.

Following the completion of the above formalities, and depending on the result of the LNG Carrier's crew competency verification, the terminal operator shall decide whether:

- The Carrier will not be accepted in future at the terminal;
- The Carrier will be accepted by the terminal on condition that it is subjected to another verification and unloading test for subsequent two years;
- The Carrier will be fully accepted without being subjected to another verification for a period of three years.

## **11 Step 5 – LNG Carrier approval follow-up**

Before and during each call at the LNG terminal in Świnoujście, the terminal user should provide assistance in solving any emergency issues / problems related to any deficiencies of the LNG Carrier.

The Terminal Operator expects pro-active support from the terminal user as well as determining and providing contact information to his representative supervising a particular call. The terminal user's representative should remain in continuous contact with the terminal operator and be authorized to take operational decisions on behalf of the terminal user regarding safety issues and possible inconsistencies in cargo specification.

Terminal operator should also be informed of any interference in the structure or modification of unloading system or mooring parameters.



## **12 List of appendices**

1. LNG Carrier Approval application form
2. Notification on LNG Carrier Approval

**PE-PP-10-1-6-F1 – Appendix 1 – LNG Carrier Approval Application Form**

<b>Conclusion for Vessel Authorization</b>	
<b>Date:</b>	
<b>Vessel:</b>	
<b>Company:</b>	
<b>Address:</b>	

**Dear Sirs,**

The above mentioned vessel has been nominated to call Świnoujście LNG Terminal. We are hereby requesting the Terminal to conduct her approval and compatibility study based on attached documentation.

**Yours faithfully,**

Documents submitted:

Name of document	Submitted – Yes/No	Remarks
SIGTTO Compatibility Check List (Confirmation List) filled up for the vessel;		
General Arrangement Plan, cargo manifold drawing and dimensions with height above base line, type of cargo filters, forecastle, poop deck (with gangway landing area) – drawings, type & SWL of mooring winches & mooring lines;		
Certificates & SWL of centre leads (OCIMF 200T) for escort tugs;		
OCIMF Vessel Particulars Questionnaire (not older than 1 year)*;		
OCIMF TMSA (not older than 1 year)*;		
OCIMF SIRE available in OCIMF database (not older than one year, in case of ships more than 20 years old – not older than 6 months)*;		
Condition Assessment Programme - not older than 2 yeras (only for ships more than 20 years old)*		
Mooring analysis (Optimoore) for advearse weather based on data availiable in PLNG Marine Operations Manual;		
Gas Form „C“;		
Cargo pumps performance curves and maximum discharge rate;		
Cargo tanks gauging tables;		

<b>CTMS calibration certificate;</b>		
<b>Survey Class Status Report (not older than 3 months)*;</b>		
<b>P&amp;I Certificate;</b>		
<b>Ship's Operational &amp; Safety Procedures while alongside;</b>		
<b>Shipboard Contingency Plans;</b>		
<b>Latest Class and PSC inspection reports.</b>		

**\*time between vessel's entrance into service and date indicated in this letter**

## Appendix 2 - PE-PP-10-1-6-F2 – Notification on LNG Carrier Approval

### Carrier Approval & Compatibility Letter

Compatibility/Approval Item	Satisfactory /Unsatisfactory	Remarks
Physical dimensions		
Gangway Landing area		
Primary ESD System		
Secondary ESD System		
ESDS Location		
Unloading Arm Envelope		
Manifold Connections		
Optimoor Starboard Side		
Mooring Equipment		
SIRE/VPQ (max12 months)		
CAP (LNGC's >20 years)		
Class Status Report		
P&I Club Entry		
Full Approval*		

<b>Date:</b>
<b>Carrier:</b>
<b>Company</b>
<b>Address</b>

\*Full approval will only be issued following ship safety inspection on arrival at Świnoujście LNG Terminal and on satisfactory completion of discharge operation.

*The above Carriers' particulars have been inspected and are deemed to be compatible with Świnoujście LNG Terminal but require clearance when nominated for business. Furthermore, the Carrier will only be accepted subject to terminal safety inspection on arrival alongside.*