



ISTANBUL AIRPORT FUEL SUPPLY TERMINAL

DANGEROUS GOODS HANDLING GUIDE



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GENERAL MANAGER

| DOKÜMAN NO | REV TARİH | REV NO | HAZIRLAYAN/ REVİZE EDEN | KONTROL EDEN | ONAYLAYAN |
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REVISION PAGE

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PRESENTATION**1. INTRODUCTION****1.1 General Information Of Facility, Must Include The Minimum Information Specified In The Following Facility Information Form**

FACILITY INFORMATION FORM

| | | |
|---|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name / title of plant operator | TFS AKARYAKIT HİZMETLERİ A.Ş. |
| 2 | Facility operator's contact information | İstanbul Havalimanı Yeniköy Mah. Hezarfen Ahmed Çelebi Cad. No: 4/1 Arnavutköy / İSTANBUL P: +90 850 205 08 37 F: +90 212 891 35 35 https://www.turkishfuel.com |
| 3 | Name of facility | Istanbul Airport Fuel Supply Terminal |
| 4 | The province where the plant is located | İSTANBUL |
| 5 | Facility contact information | İmrahor Mah. Hezarfen Ahmed Çelebi Cad. No: 8 Arnavutköy / İSTANBUL P: +90 850 205 08 37 F: +90 212 891 35 35 https://www.turkishfuel.com |
| 6 | Geographical location of the facility | Marmara (North) |
| 7 | The Port Authority to which the facility is connected and contact details | İstanbul Harbour Master |
| 8 | The municipality where the facility is connected and contact details | Arnavutköy Municipality Address: Taşoluk Mahallesi Kazım Karabekir Caddesi No:88 Arnavutköy / İstanbul P: 444 4 597 F: +90 212 682 04 08 |
| 9 | The name of the free zone or organized industrial zone in which the plant is located | İstanbul Airport, IGA Management |

| | | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------|
| 10 | The validity of the coastal facility operation permit / temporary operation permit document | 04.10.2025 | | |
| 11 | Activity status of plant | Own load/Owner and additional 3rd party (x) | Own load/ Owner (...) | 3rd party (...) |
| 12 | Name and surname of the responsible person of facility, contact details | Ramazan Bayram Göktaş P: +90 850 205 08 37 | | |
| 13 | Name and surname of the responsible person of the Dangerous substance operations, contact details | Ramazan Bayram Göktaş T: +90 (549) 795 35 85 F: +90 (212) 891 35 35 E-posta: bayram.goktas@turkishfuel.com | | |
| 14 | Name and surname of the dangerous goods safety advisor, contact details | <i>Eda Aslan</i> T: +90 (534) 590 28 61 E-mail: eda.aslan@tmgddanismanlik.com | | |
| 15 | The sea coordinates of the facility | 41°18'48.12"K 28°47'19.71"D | | |
| 16 | Types of dangerous goods handling at the facility (Loads within the scope of MARPOL Annex-I, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code, asphalt/bitumen and scrap loads) | UN 1863 FUEL, AVIATION, TURBINE ENGINE | | |
| 17 | Dangerous goods handling at the facility (loads other than the IMDG Code, among the cargo types in Article 16, will be written separately. Additional cargo request will be sent to the port authority with Annex-1 form. It will be added to TYER when appropriate) | | | |
| 18 | Classes for cargo handling, subject to IMDG Code | Class 3: Flammable Liquids | | |
| 19 | Groups in characteristic table for handling cargo, subject to IMSBC Code | | | |

| | | |
|----|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 | Ship types to which Tesise can approach | Liquid fuel |
| 21 | Baseline distance of plant | 10 Kilometers |
| 22 | Railway distance or railway connection of the plant | Approximately 25 kilometers |
| 23 | The nearest airport name and distance to the airport | Istanbul Airport - 5 miles |
| 24 | Load Handling Capacity of the Plant | 10.000.000 tons/year |
| 25 | Whether or not certified scrap handling is carried out | It is not made |
| 26 | Do you have a border gate? | No |
| 27 | Do you have customs clearance? | Yes |
| 28 | Load handling equipment and capacities | Platform: 1x16" and 2x12" loading arms Capacity: 7500 m ³ /h |
| 29 | Storage tank capacity | Out of application |
| 30 | Open storage | Out of application |
| 31 | Semi-enclosed storage area | Out of application |
| 32 | Indoor storage | Out of application |
| 33 | Determined fumigation and / or fumigant decontamination area | No |
| 34 | Name / title of the provider of pilotage and towage services, contact details | Pilotage: GENERAL DIRECTORATE OF COASTAL SAFETY Address: Kemankeş Karamustafa Paşa Mah. Kemankeş Cad. No:63 Beyoğlu/ İstanbul P: +90 212 334 45 00 F: +90 212 252 17 87 info@kiyiemniyeti.gov.tr Towage Services: BOTAŞ |

| | | | | | |
|----------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|-------------------------------------------|
| | | Address: Üniversiteler Mah. 1598. Cad. Bilkent Plaza Küme Evleri, A1-A2 Blok No:1-1A, 06800, Bilkent / ANKARA P: +90 312 297 2000 (Pbx)5F: +90 312 266 0633 & 266 0734 info@botas.gov.tr | | | |
| 35 | Is the Security Plan established? | Yes | | | |
| 36 | Waste Acceptance Plant Capacity | Waste Purchase Protocol with Istanbul Metropolitan Municipality. | | | |
| | | Waste Type | Its capacity | | |
| | | | | | |
| 37 | Dock / Pier etc. properties of | | | | |
| Pier / Pier No | Size (Meter) | Size (Meter) | Maximum Water Depth (Meter) | Maximum Water Depth (Meter) | Largest ship tonnage and size (DWT-Meter) |
| Platform | 320 | 24.2 | 18 | 17.5 | 125.000 |
| Pipeline name | | | Number (Piece) | length (Meter) | Diameter of (inch) |
| Port pipeline | | | 2 | 12.500 | 30 |

1.2 Loading/Discharge, Handling And Storage Procedures Of Dangerous Goods Handled And Temporarily Stored In Shore Facilities

1.2.1 Dangerous goods handled and stored temporarily in our facility are as follows

| UN | NAME AND DEFINITION | CLASS | PACKAGING GROUP | TK |
|---------|--------------------------------|-------|-----------------|----|
| UN 1863 | FUEL, TURBINE ENGINE, AVIATION | 3 | III | 30 |

1.2.2 Loading/discharging procedure for dangerous goods handled and temporarily stored

Dangerous Freight Handled at Our Port Facility; UN 1863 Fuel, Aviation, Turbine Engine. The procedures for this burden are given below;

- TFS Port Operations Procedure ([TFS.PR.029](#))
- Dangerous Goods Emergency Plan (ANNEX-7)
- Risk Assessment and Emergency Response Plan
- Fire Protection Plan ([TFS.PL.002](#))
- Safety Handling Operations Procedure For Dangerous Liquid Bulk Loads (ANNEX-18A)

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2. RESPONSIBILITIES

2.1 General Responsibilities

- They are obliged to take all necessary precautions to make the transportation safe, secure and harmless to the environment, to prevent accidents and to minimize the damage in case of an accident.
- In emergencies such as fire, leakage, spillage that occur during the transportation of dangerous goods, they benefit from the EmS Guide, which includes Emergency Response Methods and Emergency Schedules for Ships Carrying Dangerous Goods.
- They benefit from the Medical First Aid Guide (MFAG) in the IMDG Code annex in order to provide the necessary medical first aid for the people affected by the damages of the dangerous goods and the health problems that occur as a result of the accidents involving these loads.

2.2 Responsibilities of Cargo Relations

All precautions will be taken in our facility to make carriage safe, safe and harmless to the environment, to prevent accidents and to reduce the damage as much as possible in the event of an accident, and the responsibilities of these authorities as well as the responsibilities of these authorities are as follows.

- Preparing all required document, information and papers related to dangerous goods or making them prepared, providing these documents keeping together with the goods during the carrying procedure.
- Providing classification, identification, packaging, signing, labelling and placarding of the dangerous goods in accordance with the legislation.
- Providing loading, stowing, securing, transporting and discharging the dangerous goods in approved package, container and cargo transport units in accordance with the rules.
- Providing the training the related personnel about risks, security measures, safe operation, emergency measures, safety and similar issues of dangerous goods transported by sea and recording these trainings.
- Providing taking required safety measures for dangerous goods that are against rules, insecure or having risk against people or environment.
- Providing required information and support to the relevant people in case of emergency or accident.
- Informing the administration about accidents of dangerous goods that happened in responsible area.
- Providing the information and documents requested in the controls by public authorities and providing necessary cooperation.

2.3 Responsibilities Of Shore Facility Operator

- Providing the ships berthing and mooring in appropriate sheltered, safely condition.
- Providing entrance-exit system between ship and shore appropriately and secured.
- Providing training to the people in charge of loading, discharging and handling of dangerous goods.

- Providing the dangerous goods to be transported, handled, segregated, stowed, waited temporarily and inspected by personnel who is qualified, trained and take the occupational safety measures, in safe condition in accordance with the rules.
- Requesting all required document, information and papers related to dangerous goods from those responsible for goods and providing them accompanying with the goods.
- Keeping the updated list of dangerous goods in operating field.
- Providing the training to the operating personnel about risks, security measures, safe operation, emergency measures, safety and similar issues of dangerous goods handled and recording these trainings.
- Controlling the documents in order to confirm that dangerous goods are entered to the facility, are identified, classified, certificated, packed, labeled, declared, loaded to the approved and appropriate packages, container and cargo transport unit in safe condition, and transported according to the procedure.
- Taking required safety measures for dangerous goods that are against rules, insecure or having risk against people or environment and informing the port authority.
- Providing making arrangement for emergencies and informing related people.
- Informing the port authority about accidents of dangerous goods that happened in responsible area.
- Providing the information and documents requested in the controls by public authorities and providing required cooperation.
- Making the activities related to dangerous goods in berths, jetty, storages, warehouses which are designated for these activities.
- Disallowing berthing to jetty or berth for the ship and sea vehicles transporting dangerous goods which do not have port authority's permission.
- Providing an appropriate storage field for containers of dangerous goods in accordance with segregation and stowing rules, taking required measures for fire, environment and other safety issues in this field. Taking required measures for other risks especially temperature in hot weather during loading, discharging, transshipping dangerous goods to ship or sea vehicle and people who carried out loading, discharging and transshipping together with people in charge of ship. Keeping the flammable goods away from spark-producing operations, not activating tools or vehicles which produce spark in dangerous goods handling field.
- Preparing a emergency evacuation plan for evacuation of ship and sea vehicles from shore facilities in emergencies.
- To prepare an emergency evacuation plan to evacuate ships and marine vessels from coastal facilities in an emergency.

2.4 Responsibilities of Ship Master

- Providing equipment and devices of the ship to be in compliance with dangerous goods transport.
- Requesting all required document, information and paper of dangerous goods from shore facility and those responsible for goods, providing to accompany the dangerous goods.
- Providing full implementation and proceeding of safety measures for loading, stowing, segregation, transporting and discharging of dangerous goods aboard ship and making required inspection and controls.

- Controlling the dangerous goods, entered to the ship, for identification, classification, certification, packaging, marking, labeling, declaring, loading to approved and appropriate packages, container and cargo transport units in a safe condition and transporting in accordance with the procedure.
- Providing all ship personnel information and training for risks, safety measures, safe operating, emergency measures and similar issues related to dangerous goods transported, loaded, discharged.
- Providing the people who take qualified and required trainings about loading, transporting, discharging and handling of dangerous goods, to operate as taking the occupational safety measures.
- Not going out, anchoring of the field designated for him, not berthing to jetty or berth without the permission of port authority.
- Applying all rules and measures during sailing, maneuvering, anchoring, berthing and departing for transportation of the dangerous goods in safe condition.
- Providing safe entry and exit between ship and berth.
- Informing the personnel about application, safety measures, emergency measures and response methods about dangerous goods.
- Keeping the updated list of all dangerous goods aboard ship and informing the relevant authorities.
- Taking required safety measures for dangerous goods that are against rules, insecure or having risk against ship, people or environment and informing the port authority.
- Informing the accidents of dangerous goods aboard ship to the port authority.
- Providing required support and cooperation in the controls by the public authorities.

2.5 Responsibilities of Dangerous Goods Safety Advisor

1. Monitoring compliance with requirements about carriage of dangerous goods.
2. Offering suggestions to shore facility about carriage of dangerous goods.
3. Preparing an annual report to shore facility about the activities of shore facility operator for carriage of dangerous goods. (Annual reports are kept for 5 years, submitted to the authorities on request.)
4. Controlling the following application and methods;
 - Controlling of identifying appropriately, using the proper shipping name of dangerous goods, certificating, packing/package, labelling and declaring of dangerous goods, loading and transporting to the approved and appropriate packs, container and cargo transport units in a safe condition, and procedures for reporting control results.
 - Procedure for loading/discharge of dangerous goods handled and stored temporarily,
 - Whether taking into consideration of special requirements of shore facility about dangerous goods while buying the transport vehicles regarding to handled dangerous goods,
 - Control methods of equipment used for transporting, loading and discharging the dangerous goods,
 - Whether the shore facility personnel take appropriate training including the amendments in legislation, and whether the records are kept or not
 - Compliance of emergency methods applied in case of an accident or incident that affects safety during transporting, loading or discharging dangerous goods,

- Compliance of reports prepared for serious accidents, incidents or serious violations occurred during transporting, loading or discharging dangerous goods,
 - Determination of required measures against repetition of accidents, incident or serious violation and evaluation of the implementation,
 - To what extent, considering rules about selection of subcontractors or third parties and dangerous goods transportation,
 - Determination whether the employee working in transporting, handling, storing and loading/discharging of dangerous goods, have detailed information about operational procedures and instruction.
 - Compliance of measures taken to be prepared for risks during transporting, handling, storing and loading/discharging of dangerous goods.
 - Procedures for what the required document, information and papers related to dangerous goods.
 - Procedures about berthing, mooring to shore facility, loading/discharging, harbouring or anchoring for ships transporting dangerous goods at night and day.
 - Procedures about additional measures for loading, discharging and transshipment according to seasonal conditions.
 - Procedures about fumigation, gas measuring and degassing, Procedures keeping records and statistics of dangerous goods.
 - Accuracy of information about ability, capacity and capability of shore facility for emergency response.
 - Compliance of regulations for first response to the accidents involving dangerous goods.
 - Procedures for handling and disposal of the damaged dangerous goods, wastes contaminated with dangerous goods.
 - Information about personal protective clothing and procedures for using them.
5. Responsibilities of third party, cargo/ship agency, etc. engaged in shore facility
- Providing the training stated in the Regulations of T.R. Ministry of Transport, Maritime and Communication to the personnel in the shore facility,
 - Complying with the requirements of IMDG Code in shore facility.
 - Complying with Dangerous Goods Guide and the procedures related to Dangerous Goods issued by shore facility.
 - Reporting to the facility authorities when determining any nonconformity about handling, transporting and storing dangerous goods in shore facility.
 - Sending shore facility operator and Administration, the form (MSDS) which is an important part for eliminating the risks against Worker's Health and Occupational Safety and prepared to inform the user accurately and sufficiently and involves danger and risks about dangerous goods during using and storing dangerous goods.
 - In addition to the IMDG Code, within the scope of dangerous cargoes handled at the Port facility, DGSA's should be informed about the IBC Code, IGC Code, IMSBC Code and MARPOL 73/78 applications and generally the dangerous cargoes activities of the Port facility. The Port facility operator notifies the Port facility operator in writing, with the periods agreed between the Port facility operator and the Port facility operator, on the condition that it does not exceed 6 (six) months, about its evaluations on whether the dangerous cargoes handled at the Port facility are handled in accordance with the rules.

- DGSA's authorized within the scope of the IMDG Code prepare quarterly reports regarding the responsibilities determined in the Regulation on the Maritime Transport of Dangerous Cargoes and Loading Safety of the Port facilities they serve, and notify this report to the Administration.
- DGSA, with the exception of the Port facilities that will receive Dangerous Cargo Conformity Certificate (TYUB) for the first time, is present at the Port facility during TYUB inspections and actively participates in the inspections.
- DGSA prepares the parts of the Port facility's guide on dangerous cargo handling and/or temporary storage together with the Port facility and checks its accuracy. DGSA's signature is also included in the sections of the guide on dangerous cargoes handling and/or temporary storage.

3. RULES TO BE APPLIED AND MEASURES TO BE TAKEN BY SHORE FACILITY

- It does not dock the ships carrying dangerous goods without the permission of the port authority.
- Provides written information within the scope of facility rules, cargo handling rules and relevant legislation to the ship that will dock at its facility.
- It does not handle dangerous goods for which it has not received a handling permit from the administration, by making planning within this scope.
- it does not harm the ships that will dock.
- Requests the mandatory documents, information and documents related to dangerous goods from the cargo person and ensures that they are included with the cargo. If the relevant documents, information and documents cannot be provided by the cargo person, it is not obliged to accept or handle the dangerous cargo at its facility.
- It carries out the loading or unloading operation according to the agreement to be reached by sharing all the data that may be required according to the characteristics of the cargo with the ship's person. The ship does not make any changes in the operation without the knowledge of the person concerned.
- It determines the working limits by taking into account the safe working capacity of the facility and the weather forecasts, and takes the necessary measures to ensure that the ship is safely anchored at the pier and handling.
- Controls the transport documents containing information on the appropriate classification, packaging, marking, labeling and signing of the dangerous goods arriving at the facility. Dangerous goods specified in the table in Article 1 at TFS Port are liquid dangerous bulk cargoes and packaging and packaging are not done.
- It ensures that the personnel involved in the handling of dangerous goods and the planning of this handling are documented by receiving the necessary training, and does not assign personnel without documents to these operations.
- It ensures that the dangerous goods handling equipment in its facility is in working condition and that the relevant personnel are trained and documented on the use of these equipment.
- By taking occupational safety measures at the coastal facility, it ensures that the personnel use personal protective equipment suitable for the physical and chemical characteristics of the dangerous cargo (Annex-15 Personal Protective Equipment (PPE) Usage Table).

- Carries out activities related to dangerous cargoes at docks and piers established in accordance with these works. All of the dangerous cargo arriving at TFS Port is stored in tank warehouses located outside the port facility. For this purpose, petroleum products arriving at TFS Port are transported to tank depots 12,500 meters away by pipelines.
- Equips the quays and piers reserved for ships that will load or unload dangerous liquid bulk cargoes with appropriate installations and equipment for this work.
- Keeps an up-to-date list of all dangerous cargoes on the ships berthed and in the closed and open areas of the facility and gives this information to the relevant parties upon request.
- It notifies the port authority of the instant risk posed by the dangerous goods it handles or temporarily stores in its facility and the measures it takes for it.
- Notifies the port authority of the accidents related to dangerous goods, including the accidents at the entrance to the closed areas.
- Provides the necessary support and cooperation in the controls and inspections carried out by the Administration and the port authority.
- Temporarily stores the cargo transport units where dangerous goods are transported in accordance with the separation and stacking rules, and takes fire, environment and other safety measures in accordance with the class of the dangerous cargo in the storage area. It keeps fire extinguishing systems and first aid units ready for use at any time in the areas where dangerous goods are handled and makes the necessary controls periodically.
- Gets permission from the port authority before the hot work to be done in the areas where dangerous goods are handled and temporarily stored.
- Prepares an emergency evacuation plan for the evacuation of ships from coastal facilities in case of emergency and submits it to the port authority and informs the relevant people about the plan approved by the port authority.

4. DANGEROUS GOODS CLASS, TRANSPORTATION, ANNUAL / DISCHARGE, MANUFACTURING, DISTRIBUTION, STOPPING AND STORAGE

Packaged dangerous goods are not handled at TFS Port.

4.1 Classes of Dangerous Substances

The substances (including mixtures and solutions) subject to the IMDG Code provisions enter into one of the classes from 1 to 9, depending on the hazard or the most prevalent hazard they present. Some of these classes are subdivided. These classes or sections are as listed below:

Class 1: Explosives

Division 1.1: substances and articles which have a mass explosion hazard

Division 1.2: substances and articles which have a projection hazard but not a mass explosion hazard

Division 1.3: substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard

Division 1.4: substances and articles which present no significant hazard

Division 1.5: very insensitive substances which have a mass explosion hazard

Division 1.6: extremely insensitive articles which do not have a mass explosion hazard

Class 2: Gases

Class 2.1: flammable gases

Class 2.2: non-flammable, non-toxic gases

Class 2.3: toxic gases

Class 3: Flammable liquids

Class 4: Flammable solids; substances liable to spontaneous combustion; substances which, in contact with water, emit flammable gases

Class 4.1: flammable solids, self-reactive substances, solid desensitized explosives and polymerizing substances

Class 4.2: substances liable to spontaneous combustion

Class 4.3: substances which, in contact with water, emit flammable gases

Class 5: Oxidizing substances and organic peroxides

Class 5.1: oxidizing substances

Class 5.2: organic peroxides

Class 6: Toxic and infectious substances

Class 6.1: toxic substances

Class 6.2: infectious substances

Class 7: Radioactive material

Class 8: Corrosive substances

Class 9: Miscellaneous dangerous substances and articles

Classes of dangerous goods handled in our coastal facility:

The dangerous goods in Class 3 are handled in our shore facility.

KONTROLLU KOPYADIR.

5. HANDBOOK ON DANGEROUS GOODS HANDLED IN THE COASTAL FACILITY

The Port Facility, which carries out dangerous cargo handling activities, is responsible for ensuring that these activities are performed safely;

- Dangerous substance classes
- Packages of Dangerous materials
- Packaging
- Labels
- Signs and packaging groups
- According to the class of dangerous cargoes
- Separation distances of Dangerous cargoes in warehouse storage
- Decomposition terms
- Dangerous cargo documentation
- Dangerous loads include immediate action flow diagram topics

The Dangerous Substance Handbook is as in ANNEX-10.

6. OPERATIONAL CONDITIONS

6.1 Daytime and Night Safe Shipboarding of Vessels Carrying Dangerous Materials, Connecting, Loading / Evacuation, Shelter or Demand Procedures

TFS AKARYAKIT HİZMETLERİ A.Ş works with GENERAL DIRECTORATE OF COASTAL SAFETY for Maritime Pilot Service and with BOTAŞ for Tugboat Service in ship berthing and departure operations. In import ships, the ships are allowed to berth after permit of Harbor Master, permission of Coastal Health Inspection Central Authority, approval of Sea Port Branch Directorate Passport and Port Operation Directorate and control operations of Customs Directorate

The ships carrying local goods are allowed to berth by the permit of Harbor Master and approval of Customs Directorate.

In ship operations such as berthing, connecting, loading, evacuation, ship requirements are specified in the Ship Evacuation and Loading Procedures and are checked by the Operating Supervisor for compliance.

6.2 Procedures for Additional Measures to be Taken for Seasonal Conditions for Dangerous Materials on Death, Discharge and Limbo Procedures

A maximum of 125.000 dwt ships are berthing to the terminal jetty, the Harbor Master may close the port to ship traffic if deemed necessary due to the adverse weather conditions. BOTAŞ supplies the towage requirements of the ships berthing to our jetty, according to the principles determined by the local port authority.

Information on stopping the evacuation, dismantling the filler arms and separating the ship from the skyline is provided in the Terminal Information Handbook for Dailing Boats.

6.3 Procedures for Keeping Spark-Driven, Sparking, and Explosive Materials away from Spark-Establishing and Dangerous Load Handling, Stowing and Storage Stations

Procedures for keeping away flammable, combustible and explosive materials from spark producing operations and procedures for not operating vehicles, equipment and tools capable of spark-production in area of dangerous goods handling, stowing and storing are made:

- In dangerous cargo fields, while handling dangerous goods, working with especially flammable, combustible and explosive;
 - o Not doing hot work (welding, cutting, etc), technical safety measures must be taken in case of mandatory cases,
 - o Ex proof hand tools must be used,
 - o Working with experienced personnel,
 - o Relevant units must be informed before work,
 - o Briefing will be given to the personnel working in the field,
 - o Especially in closed area of working, measurement of toxic, choking gases and sufficient oxygen must be done, the measurement device must be ready to use.
 - o Protective measures and equipment such as water curtain, protective separation, mechanical ventilation must be ready to use.
- The personnel working in Hot Work must wear necessary protective clothing and equipment, closed circuit breathing apparatus when required.
- Emergency team must be assigned to response as soon as possible in potentially undesirable situation in this kind of working.

7. DOCUMENTATION, CONTROL AND REGISTRATION

7.1 What are the obligatory documents, information and documents related to the dangerous substances and the procedures for their establishment and control

The following documents relating to Dangerous Goods are kept up-to-date by the coastal facility.

- SOLAS 1974
- IMDG Code Volume 1, 2 and Appendix Book,
- IBC CODE
- ISGOTT CODE
- MARPOL APP-1 and 2

Certain prior documents are needed to ensure that the Coastal Facility can safely handle Dangerous cargo from the facility and take appropriate precautions. These documents are like the ones below.

- Dangerous Freight Notification Certificate
- Documents Required on Board
- Other Required Documents and Information
- Multi Model Dangerous Load Form

Dangerous Freight Notification Certificate

The shipping documents prepared by the shipper shall include a "Signed Certificate or Dangerous Goods Notification Document" stating that the shipment to be transported is properly packed, marked, labeled and in good condition for shipment.

The vessel carrying the dangerous cargo and the sea vessel must be at least twenty four hours before entering the port administrative area; ships and marine vessels that are less than twenty-four hours of cruising time to enter the port area shall submit the notification document containing details of their cargo immediately after the departure from the coastal facility in writing to the port authority.

Cargo must report to the coastal facility at least 3 hours before entering the coastal facility with regard to dangerous cargo arriving by road and rail.

Failure to comply with the notification obligation, or if the notifications do not contain accurate information, administrative action may be taken against the notifier and, if any, may lose the order of docking,

When the Dangerous Freight Notification Document is provided with EDP (Electronic Data Processing) or EDI (Electronic Data Interchange) techniques, the sender information can be produced without delay as a printed document in the required order in this section.

Dangerous Freight Notification Document The IMDG Code may be in any form provided that it contains all the information referred to in Section 5.4.

Documents to be Found on Board

Each vessel carrying dangerous goods and marine pollutants will have a specific list, manifesto or stack plan for the names and locations of dangerous substances and marine pollutants. This special list and manifest will be based on the documents and certifications required in the IMDG Code.

For sending dangerous goods; appropriate information will be available at any time to be used for any accidents involving dangerous substances during transportation and emergency intervention to be carried out against them. Information to be used in emergency response will be found in the following documents.

- Within a custom list, manifest or Dangerous substance declaration
- Within a separate document such as the safety data sheet
- Separate documents such as the Medical First Aid Guide (MFAG) for use in Accidents involving Dangerous Materials (MFAG) and the Emergency Response Procedures for ships carrying dangerous goods (EMS Guidelines), which will be used in conjunction with the transport document.

Multimodal Dangerous Material Form

The Multimodal Dangerous Goods Form is a form that can be used as a combined declaration of dangerous goods and container packaging for the transport of dangerous goods in multiple modes.

The example of the Multi-Mode Dangerous Material Form is the same as in Annex-18.

7.2 Procedures For Keeping The Current List Of All Dangerous Goods On The Coastal Site And Other Relevant Information Regularly And Completely

The port facility is obliged to present to the interested when requested any information on the class, quantity, emergency response methods and locations of all dangerous cargoes present at the port facility when requested.

Records of Dangerous Cargoes handled at our port will be kept by the Operations department with the following information.

- UN Number,
- PSN name (Proper Shipping Name,
- Class (with Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 Sub-Hazards)
- Packing Group (I; II; III)
- whether it is Marine Pollutant,
- Buyer
- Shipper,
- Additional information (information on ignition grade, viscosity etc.)
- Limousine stay

This information is displayed on the computer or in the file system only when authorized personnel can access it and when requested.

The port facility keeps the class and quantity information of the dangerous cargo handled throughout the year in an up-to-date manner and reports it to the harbor presidency in 3-month periods.

7.3 Procedures for the Identification of Dangerous Materials as Properly Described, the Proper Shipment Names of Dangerous Cargoes Used, Certified, Packaged / Packaged, Marked and Declared, Confirmed and Properly Packed, Container Loaded and Transported in a Safe Way, and Controlled and Controlled Results of Dangerous Goods

Planning checks the correctness of the following information on the Dangerous cargo by the shipper of the dangerous cargoes to be accepted as lima to the operation coordinated;

- UN Number,
- PSN name (Proper Shipping Name,
- Class (with Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 Sub-Hazards)
- Packing Group (I; II; III)
- Whether it is Marine Pollutant,
- Additional information (information on ignition grade, viscosity etc.)

This information is conveyed over the terminals, papers, Field Supervisors, HSE and the personnel who need to know the dangerous load is controlled.

In case the information coming from the operation carries different information, the operation will be informed immediately and the order of correcting the information about the dangerous cargo to the sender and correcting missing defective label marks will be given.

7.4 Procedures for the Establishment and Maintenance of the Dangerous Goods Safety Data Sheet (SDS)

As of 1 January 2014, it is mandatory for our country to have a Dangerous Goods Safety Data Sheet (SDS) with the following information together with dangerous cargoes to be carried in all modes of transport (by Road, Rail, Air and Sea).

- UN Number,
- PSN name (Proper Shipping Name,) (Required for Sea Transport)
- Class (with Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 Sub-Hazards)
- Packing Group (I; II; III)
- Whether it is Marine Pollutant,
- Tunnel Restriction Code (Required for road transport.)

For all dangerous goods to be accepted to the port, this document is checked with the dangerous goods. SDS's should be archived in hardcopy or softcopy format for at least a year.

7.5 Procedures for Recording and Statistics of Dangerous Goods

ADMINISTRATION, Port We request that a report containing information on dangerous cargo handled in our facility be reported to the Port Authority in 3-month periods.

Below is a sample report organized by the Operations Department.

The statistical evaluations are carried out by the trade and operations departments on the records of dangerous loads handled annually in our port.

Monthly quantities of dangerous goods handled in our port dock and control reports are prepared by the operation department and presented at the time of the operation.

Records and reports are archived by the departments for periods of 5 years.

7.6 Information on Quality Management System

TFS Akaryakıt Hizmetleri A.Ş. has the following integrated management systems certificates and has adopted the principle of operating in accordance with standards and adopting a continuous improvement approach, increasing the service quality and creating sustainable customer satisfaction in all areas where it operates.

- ISO 9001 Quality Management System
- ISO 45001 Occupational Health and Safety Management System
- ISO 14001 Environmental Management System
- ISO 50001 Energy Management System
- ISO 27001 Information Security Management System

8. EMERGENCY POSTERS, PREPARING AND EMERGENCY IN EMERGENCY STOCKS

8.1 Procedures for Intervention to Dangerous Cases Where Cana, Mala and / or the Environment Contribute to Dangerous Materials and Dangerous Materials That May Form / Pose Risk to the Environment

Dangerous cargoes coming and going to the coastal facility pose specific risks such as explosion, fire, poisoning, sea pollution. For this reason, there are many types of emergency that the coastal facility will face. In order to deal with these hazards, the principles outlined in the "Dangerous Material Emergency Plan" and "Action Plan for Emergency Situations Concerning Coastal Facilities No 5312" will be applied in cooperation with local emergency teams.

Implementation of Dangerous Material Emergency Plan when Emergency Situation

- The person who detects the accident informs it immediately by using the communication systems determined to the operation center of the facility and the emergency control center.
- The emergency control center stops all operations around the boiler.
- The emergency control center sends the closest auditor to the scene. The auditor evaluates the situation.
- The emergency control center conducts the necessary inspections to determine the exact state of dangerous substances in the Dangerous substance information system and to assess what may be the consequences of the Dangerous load.
- If the auditor informs that the incident is serious, the emergency control center instructs everyone to leave the area and isolate the area where the incident took place using barriers.
- All emergency crews, security, first aid teams, ambulance and fire brigade systems are dispatched to the scene.
- The offshore installation teams are intervened and the intervening team may need to move the load and / or casualties from the scene to a safe area as quickly as possible.
- In case of a large incident, the emergency control center calls the local emergency service crews using the pre-established communication system and providing detailed information on the event.
- When local emergency teams arrive at the scene of the incident, a photocopy of the documents belonging to dangerous goods is issued and accompanied to the scene of the incident.
- Local emergency services handle the incident and secure the event site.
- The emergency control center communicates with the shipper, shipping agent or other responsible person, and also communicates with the dangerous goods advisor.
- If the first aid is inadequate at the scene, the injured person is referred to the hospital or to the hospital.
- The site is cleaned appropriately using absorbent materials, chemical foams or water. Marine pollutants and other dangerous substances are poured into a well-established pit.
- After the accident zone is declared safe, the emergency control center can give instructions to restart operations.

8.2 Information on Facilities, Capacity and Capacity of Coastal Facilities to Interrupt Emergency Situations

The facility has an approved fire plan. Fire fighting teams have been formed. Planned and unplanned training, drills and exercises are carried out under various scenarios at different times, and reports and records are created. The fire fighting equipment stipulated in the approved plan is kept in full, maintenance controls and tests are carried out.

The facility has an approved plan to Environmental and Marine Pollution Fighting. Pollution control teams have been formed. Training and exercises are carried out within the scope of a planned scenario twice a year, and reports and records are created. Equipment related to Environmental and Marine Pollution is stored in the facility (ANNEX-14), counting and controls are carried out. The facility also has a protocol for material stored in the area to receive support in case of unsatisfactory conditions.

Response teams will be assigned in accordance with this guideline and in accordance with the IMDG CODE against the spillage of dangerous materials.

8.3 Regulations For The First Intervention To Be Carried Out For Accidents Involving Dangerous Substances (Procedures For The First Intervention, Abilities And So On. Issues)

The procedures for making the first intervention for the accident involving the Dangerous Goods and the first aid facilities and capabilities are as in the Dangerous Goods Emergency Plan.

8.4 Notifications To Be Made In And Out Of The Premises In Emergency Situations

The coastal facility related accidents and incidents related to dangerous goods shall be notified to the Ministry Main Search and Rescue Coordination Center and the relevant port authority as soon as possible, first by telephone, then by fax or e-mail, and also to the Administration via deniz.tmkt@uab.gov.tr. .

The coastal facility prepares a report containing the following information regarding accidents and incidents related to dangerous goods, and the report signed by the person authorized to represent is delivered to the relevant port authority within 12 (twelve) hours at the latest.

- a) When the accident occurred,
- b) If the accident is known, how it occurred and the reason,
- c) The place where the accident occurred (coastal facility and/or ship), its position and area of influence,
- d) Information, if any, of the ship involved in the accident (name, flag, IMO number, owner, operator, cargo and quantity, name of the captain and similar information),
- e) Meteorological conditions,
- f) UN number of dangerous substance, packing group, if any, proper shipping name and quantity,
- g) The characteristics and number of the package, cargo transport unit and container in which the dangerous substance is transported, if any,
- h) Manufacturer, sender, carrier and receiver of dangerous goods,
- i) The extent of the damage/pollution,

- j) Number of injured, dead and missing, if any,
- k) Emergency response applications made by the coastal facility for the accident,

8.5 Accident Reporting Procedures

- Communication

Communication channels for determining the communication methods inside the port and outside the facility in case of emergency that may occur at the port facility and for the effective management of emergencies;

- Fixed Mobile Phones
- Computers
- Radio
- Siren
- Determined as messengers.

In case of emergencies in the port, internal communication is primarily provided by radio and internal telephones. The communication between the Port and the Ship is maintained by the radio provided by the Port or by the VHF marine band radio.

In case of an emergency that may occur in the port, secure communication is ensured as soon as possible with the official authorities, neighboring facilities and relevant persons.

- Reports

Emergency Management Center; It will operate the reporting system that will accurately inform the relevant authorities of the Emergency that will occur in the port as soon as possible. It will create a healthy record of these reports, which contain the information that should be reported in an emergency.

Dangerous cargo accidents must be reported to the Port Authority. The report format will be a free form and will fully cover the article 8.4 related to the accident.

8.6 Coordination, Support And Cooperation Method With Official Authorities

All accidents related to Dangerous Goods will be coordinated primarily with the Port Authority. By informing the Port Authority, support and cooperation will be provided with the Provincial / District Fire Brigade, AFAD, and the aid units of the neighboring facilities.

In case of a possible explosion, fire or emergency in the adjacent facility;

- First of all, measures will be increased at the facility.
- It will be ensured that the teams are prepared to assist the neighboring facility.

Considering the urgency of the situation and the extent of the danger, when it is evaluated that there is no opportunity or time to seek help, aid and support teams will be assigned to intervene in the event.

By evaluating the dangerous cargo area and the class, quantity and danger risk of the cargo in the field, preparations will be made for measures such as evacuation, dilution of the cargo, and lifting the vessel to the anchorage if there is a vessel at the interface.

8.7 Emergency Evacuation Plan For Removal Of Ships And Marine Vessels From Coastal Facilities In Case Of Emergency

It looks like it's on the Dangerous Goods Emergency Plan.

8.8 Procedures For The Handling And Disposal Of Damaged Dangerous Cargoes And Dangerous Cargoes

There is a "Safety Data Sheet (SDS)" for each dangerous substance handled at TFS Port. In the aforementioned forms, the handling and disposal of damaged hazardous materials and waste contaminated by hazardous materials will be handled by taking into account the issues in the SDS forms. Packaged cargoes are not handled at TFS Port.

a) Waste Collection and Transport

According to the types of wastes generated, they are collected separately in waste bins, transported and stored appropriately. Wastes generated as a result of maintenance activities are also considered within this scope.

If an additional waste class is determined to the existing waste classes, it will be integrated into the system.

b) Disposal of Wastes

Depending on whether the collected wastes are non-hazardous or hazardous wastes, they are removed from the facility by contracted organizations in accordance with the legal recovery/disposal methods.

The possibilities of all contractors and carriers within the scope of waste management to transport and/or dispose of wastes with appropriate methods are examined.

If contracting services are received for the transportation and/or disposal/recovery of wastes, they are evaluated in terms of whether they fulfill their legal obligations and the methods of performing waste recycling and disposal processes without harming the environment.

It is mandatory to keep all records of waste disposal.

c) Contaminated Packaging

These wastes are empty drums. When it occurs, it is left in the contaminated packaging area at the waste site and within the period specified in the legislation, the Environmental Consultancy Firm and the Environmental Management System Officer contact the contracted and licensed company and the UATF (National Waste Transport Form) is filled and sent. The relevant form of UATF and other documents are stored in the environmental folder.

Contaminated Waste; These wastes are used gloves, oakum and workpieces. When it is formed, it is collected in the barrel with the name of the waste at the exit of the production-warehouse and taken to the waste area. Within the period determined in the legislation, the Environmental Consultancy Firm and the Environmental Management System Officer contact the contracted and licensed firm and the UATF is filled and sent. The relevant form of UATF and other documents are stored in the environmental folder.

8.9 Emergency Drills And Their Records

Teaching Practices; The personnel involved in the emergency organization should be prepared for various training and drills and tasks in order to be prepared for emergencies within the facility.

Training and drills should be done with the support of specialized organizations when necessary. In this context, the relevant personnel of the port has been trained and certified IMDG Code related to dangerous cargoes.

The testing of the adequacy of the Emergency Plans and the preparation of the drills to be prepared for actual situations should be planned and implemented according to the worst case scenario.

- Drill Scenarios; the worst case scenario is foreseen as a single event or a combination of events that the port may encounter in the drill plans. Implementation of drills in the fastest and most effective way in the direction of prepared scenarios is ensured.
- Emergency drills to be carried out in the port facility;
 - The port should be specified in the annual training plans.
 - It can be planned as local or general intervention.
 - Security, spillage, etc. can be combined in the exercise scenario.
 - The drills can be made informed or unannounced.
 - The drills are based on various emergency scenarios.
 - Drill can be done actively, like table head, seminar style.

The drills to be done at our port facility are as below.

- Fire drill
- First aid exercise
- Spill / leak application

8.10 Information On Fire Protection Systems

Emergency and fire equipment are as follows:

Fire Hydrants, Fire Extinguishers, Fire Cabinets and Fire Hoses

Fire Alarm Detectors, Sirens, Flashers, Moving and Fixed Foam Balls, Sprinkler Systems Electric and Diesel Fire Pumps

8.11 Procedures For Approval, İnspection, Testing, Maintenance And Use Of Fire Protection Systems

In connection with the approval and supervision of fire protection systems in our facility, approval has been obtained from the Istanbul Metropolitan Municipality Fire Brigade Department.

The testing, maintenance and use of fire protection systems are made in accordance with the maintenance procedure available in our facility.

8.12 Measures To Be Taken When Fire Protection Systems Do Not Work

Facility fire-fighting equipments are systems that back up each other and are installed as an alternative to the other.

In cases where the facility's own fire fighting equipment does not work or is insufficient, the support of neighboring facilities, Fire Brigades and AFAD Units will be requested.

It is ensured that other dangerous and flammable materials/vehicles that are likely to be affected by fire are removed from the area, if possible.

It may be necessary to make a protocol that specifies the conditions and scope of assistance and support.

The support of tugboats or marine vehicles with fire extinguishing features will be requested from the sea in the region.

8.13 Other Risk Control Equipments

No other risk control equipment available.

9. OCCUPATIONAL HEALTH AND SAFETY

9.1 Occupational Health and Safety Precautions

We can list the aims of our work health and work safety;

- **Protect Employees**

It is the main objective of work health and safety studies. It is aimed at ensuring the integrity of the soul and body by protecting workers against occupational diseases and occupational accidents.

- **Ensuring Production Safety**

Provision of production security in a workplace is particularly economically important as it will result in increased productivity.

- **Ensuring Operational Safety**

Operational safety is ensured by measures to be taken in the workplace, such as machine accidents that may be caused by work accidents or insecure and unhealthy work environments, and situations that could jeopardize operations such as explosions, fire, etc..

All work at TFS Port will be carried out in accordance with safe working methods and not limited to the rules listed above.

9.2 Information on Personal Protective Clothing

The personal protective equipment means all tools, devices, appliances and means which protect the worker against one or more risks arising from the performed work and affecting health and safety; worn, put on or held by workers, designed for this purpose; the equipment which is composed of device, tool or materials assembled by the manufacturer to protect the person against one or more risks; protective separable or inseparable device, tool or materials having no protection purpose which are carried or worn, used by the equipment for a specific activity; the replaceable parts required to operate the personal protective equipment in a convenient and functional manner, which are used only with these kind of equipment.

- PPE should provide adequate protection against all risks encountered during using for the intended purpose.
- PPE which are designed and produced to protect the users at the highest possible level during using under foreseeable conditions and intended use, should be used while performing the work including danger.
- The optimal level of protection to be considered during design phase, is the point at which effectiveness of PPE is decreasing when exposed to risk caused by use of PPE or during performance of work under normal conditions. The PPE in accordance with this design shall be used.
- In cases where foreseeable use conditions differ such as distinguishing different levels of the same risk factor, appropriate protection classification shall be taken into consideration in the design of PPE.
- PPE which are designed and produced not to cause unsettling factors caused by dangers and its structure during using under foreseeable conditions, shall be used.
- PPE materials and element including the substances resulting from deterioration should not adversely affect the health and hygiene of the user.
- Any PPE element that contacts or likely contacts to the user when it is worn, should not be hard and not include sharp edges and rims which may cause irritation or injury.
- The PPE-caused restrictions to posture and movement of body and loss of sensitivity on sense organs should be minimized; PPE should not cause dangerous movements to the user or other persons.
- The PPE which are designed and manufactured considering the movements and shape of body during working in order to stand easily in the correct position and remain in the place during using, shall be used. For this aim, PPE should be manufactured with adjustable and attachable systems or at different sizes to provide the suitability to the body shape of user so it can be used in the most effective way.
- The PPE which are manufactured as lightly as possible so as not to reduce their durability and functionality, shall be used.
- If the same manufacturer puts on the market different types and classes of PPE models to provide simultaneous protection of close parts of the body against risks when there are more risks at the same time, the models should be used in compatible manner.

All PPEs used in our port facility are found and used in accordance with the provisions of the "personal protective equipment regulations" and "regulations on use of personal protective equipment in establishments".

9.3 Closed Space Entry Permit Precautions and Procedures

Entry to the confined space is not permitted unless confined space entry procedures are followed and a work permit is issued;

- Ensuring area security
- Testing the indoor atmosphere
- Availability of adequate first aid supplies and life-saving equipment at the entrance to the enclosed space (The equipment required may be as follows, but should not be limited to these);

- SCBA (Self-contained Breathing Apparatus) with a fully charged spare cylinder
- Lifeline and rescue harness. The lifeline must be of sufficient length and strength and be detachable in case of entanglement.
- Fire Extinguisher
- Means to lift a disabled person (e.g. stretcher)
- Portable atmosphere testing equipment
- Availability of experienced personnel at the entrance of the closed space
- Checking personal equipment (The required protective equipment will differ from case to case. This is because it depends on the risk assessment, which will be different for each confined space entry.)
- Filling in an "Entry Permit" record for each indoor entrance

The following precautions should be taken during indoor work;

- During the work, warning cards/inscriptions indicating that there is work inside should be hung at the entrance of the place.
- Ensure that the area is properly lit
- Always wear the right personal protective equipment, never remove any of the personal protective equipment while inside the confined space.
- The atmosphere should be tested periodically while there is work in the enclosed space and in case of a deterioration in the conditions or an alarm in the personal gas detector, the person or persons in the space should be told to leave the area.
- Communicate regularly as agreed in advance
- If a hazard arises or any personnel on site feel adversely affected, work on the site should be stopped immediately and a new assessment should be made, including issuing a new "Work Permit".

10. OTHER ISSUES

10.1 Validity of Dangerous Material Conformity Document

Shore Facility Dangerous Goods Compliance Certificate is valid until 15.10.2025.

10.2 Defined Tasks for Dangerous Material Safety Advisor

- The main duty of the consultant is determining and using the most appropriate tools and activities in accordance with the requirements of work and facilitating the management of these activities in the safest manner, under the responsibility of the head of facility.
- Monitoring the compliance with International Agreement on Transport of Dangerous Goods and contract IMDG provisions.
- Providing recommendations to the facility for transport of dangerous goods according to the IMDG provisions.
- Preparing the annual activity report of the facility regarding the transport of dangerous goods within three months as of the end of year and submitting to the administration in electronic environment. The mentioned annual report shall include the following issues at minimum:
 - Danger classes and properties of dangerous goods.
 - The reports issued regarding the accidents occurred in the facility according to the Section 1.8.3.6.
 - The type of transport of the dangerous goods to be carried.
 - Whether any cargo is transported within the exemption stipulated in IMDG, if transported, its quantity and class.
 - Assessment of security consultant for additional security deemed necessary for the facility.

10.3 For Those Who Carry Dangerous Goods To Be Separated From Road / Coastal Facility / Coastal Facility

Dangerous cargo will not be handled by road in our port facility.

10.4 Perspectives For Those Carrying Dangerous Goods To Be Separated From Future / Coastal Facilities By Coastal Line By Sea

10.4.1 Day / night signs for vessels carrying dangerous goods and for sea vessels at the port or shore facility

The ship arriving at the coastal facility and carrying dangerous cargo will have 2 international Fixed Red Lanterns at daytime with international sign code "B" (Burak Sanjak) at night.

10.4.2 Cool and Hot Working Procedures in Shore-Constructed and Dangerous Carriers

- The vessels in dangerous cargo at the coastal facility will receive the necessary permission from the Harbour Master for cold and hot work to be carried out and will inform about the coastal facility
- The hot working principles to be carried on vessels carrying dangerous cargoes at coastal facilities are as below and in Annex-18C.

10.5 Additional Items To Be Added By The Coastal Facility

None