



ASYAPORT LİMAN A.Ş.

DANGEROUS GOODS HANDLING GUIDE

Document No:	RH-PLN-001
Release Date:	01.01.2016
Revision No:	03
Revision Date:	11.10.2022

1. INTRODUCTION

1.1. Facility Information Form

1	Name / Title of the facility operator	ASYAPORT LİMAN A.Ş.		
2	Contact details of the facility operator (address, phone, fax, e-mail and website)	Barbaros Mah. Denizciler Sok. No:12 Süleymanpaşa / TEKİRDAĞ Tel: 0 282 273 27 92 Fax: 0282 273 19 29 info@asyaport.com www.asyaport.com		
3	Name of the facility	ASYAPORT		
4	Province in which the facility is located	Tekirdağ		
5	Facility contact details (address, phone, fax, e-mail and website)	Barbaros Mah. Denizciler Sok. No:12 Süleymanpaşa / TEKİRDAĞ Tel: 0 282 273 27 92 Fax: 0282 273 19 29 info@asyaport.com www.asyaport.com		
6	Geographical region in which the facility is located	Marmara Region		
7	Port Authority to which the facility is attached, and its contact details	Tekirdağ Port Authority Tel: 0 282 261 20 25 Fax: 0 282 262 91 62 tekirdag.liman@uab.gov.tr		
8	Municipality to which the facility is attached, and its contact details	Tekirdağ Süleymanpaşa Belediyesi Ortacami Mah. Namık Kemal Cd. No:14 Süleymanpaşa/Tekirdağ Tel: 0 850 450 59 59 ozelkalem@suleymanpasa.bel.tr		
9	Name of the Free Zone or Organised Industrial Zone where the facility is located	---		
10	Date of validity of the Port facility Operating Permit / Temporary Operating Permit	04.06.2023		
11	Operational status of the facility (X)	Own Cargo and additional 3d party (...)	Own Cargo (...)	3rd party (X)
12	Name, surname, contact details of Facility Manager (phone, fax, e-mail)	Besim DÖNMEZ Phn:+(90)282 273 27 92 Fax:+(90)282 273 19 29 bdonmez@asyaport.com		

13	Name, surname, contact details (phone, fax, e-mail) of the Facility's Dangerous Goods Operations Supervisor	Erdoğan Alpay AVAN Phn:+(90)536 863 20 98 Fax:+(90)282 273 19 29 eavan@asyaport.com	
14	Name, surname, contact details (phone, fax, e-mail) of the Facility's Dangerous Goods Security Advisor	Göktuğ ÇALIŞKAN Tel: +(90) 538 455 00 45 goktug@tmgddanismanlik.com	
15	Sea coordinates of the facility	40° 54' 00"N; 27° 28' 00" E	
16	Types of dangerous goods handled at the facility (cargoes under MARPOL, Annex-1, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code and asphalt/bitumen and scrap cargo)	Under the IMDG Code, Class , 2.1, 2.2, 2.3, 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 8,9	
17	Types of ships that may berth at the facility	Container Ships, General Cargo Ships , Dry Bulk Carrier, Ro-Ro Ships	
18	Distance of the facility to main road (in kilometres)	65 m	
19	Distance of the facility to railway (in kilometres) or railway connection (Present / Not present)	6.3 km	
20	Name of the closest airport and its distance to the facility (in kilometres)	Çorlu Airport / 60km	
21	Cargo handling capacity of the facility (Tons/Year; TEU/Year; Vehicle/Year)	Container (TEU)	General Cargo + Bulk Solid (Ton)
		2.500.000	1.000.000
22	Whether scrap handling is performed at the facility	No Scrap Handling	
23	Is there a border gate? (Yes/No)	No	
24	Is there a customs zone? (Yes/No)	Yes	
25	Cargo handling equipment and their capacity	75 pieces TTC – Terminal Tractor (65 Ton) 11 pieces STS – Ship to Shore Gantry (65 Ton) 30 pieces RTG – RubberTyred Gantry(45 Ton) 2 pieces RST – Reach Stacker (45 Ton) 5 pieces ECH –Empty Container Handling (7 Ton)	

26	Storage tank capacity	--
27	Outdoor storage area (m ²)	300.000 m ²
28	Semi-closed storage area (m ²)	--
29	Closed storage area (m ²)	3350 m ²
30	Determined fumigation and/or purification area (m ²)	The container to be fumigated and / or purified is determined by taking the necessary measures according to their number.
31	Name/title and contact details of towage and pilotage services provider	Asyaport Pilotage Services A.Ş.
32	Is there a safety plan available? (Yes/No)	ISPS Code "Port Facility Safety Plan" available.
33	Capacity of the Waste Receipt Facility (this section will be separately arranged depending on the wastes received by the facility)	Type of Waste
		Capacity
		Garbage
		48 m3
		Sludge
		90 m3
		Waste water
		25 m3
		Bilge water
		45 m3
		Waste oil
		30 m3
34	Characteristics of wharf / quay and similar areas	
Wharf / Quay No	Length (metres)	Width (metres)
		Maximum water depth (metres)
		Minimum water depth (metres)
		Largest tonnage and length to be berthed (DWT or GRT – metres)

No: 1	135		7	3	DWT: 8081 M/T
No:2	330		11	11	DWT:22000 M/T
No:3	135		18	18	DWT:8081 M/T
No:4	1000		18	17	DWT: 240000 M/T
No: 5	315		8	7	DWT 22000 M/T
No: 6	95		5	3	DWT 3000 M/T
Pipeline name (if available in the facility)			Number (pieces)	Length (metres)	Diameter (inches)

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1.2. Loading / Unloading, Handling and Storage Procedures for the Dangerous Cargo Handle and Temporarily Stored at the Port Facility

The Dangerous Goods Handling Procedure (PR-PLN-005) has been established in order to safely manage to loading / unloading , handling and storage procedures for cargo which has IMDG code handle and temporarily stored at the port facility.

The evacuation of Class 1 explosive materials, class 6,2 infectious substance and class 7 radioactive dangerous cargoes in the port will be performed **as alongside** with a special permit to be obtained from the Port Authority. In cases where it is necessary to stack these cargoes, it will be ensured by taking necessary safety measures in a predetermined limited area.

Bulk oil and oil products are not loaded/unloaded out of the scope of Port operation permit. Fuel - oil supply to vessel and waste collection from the vessel (solid – liquid) can be made with the permission of the Port Authority.

Cargoes subject to IGC (Liquefied Gas in Bulk) Code, IBC (Hazardous Chemicals in Bulk) Code and MARPOL ANNEX-1 are not handled at the port. Additional matters are explained in the third part of this guide under the heading "Rules and Measures to be Observed / Implemented by the Port Facility".

1.3. Loading / Unloading, Handling and Storage Regarding the Cargoes Under the IMDG Code

There are many loading / Unloading, handling and storage procedures regarding the cargoes under the IMDG Code at the port facility. These procedures are explained in detail under related topics in this guide. “PR-PLN-005 Dangerous Goods Procedure” and “PR-PLN-006 Safe Handling Procedure of Packaged Dangerous Goods” are in use for dangerous goods handled and temporarily stored at the port facility. It is presented in the Annexes section.

1.4. Definitions and Abbreviations

IMDG Code: It is an international guide that accepted for the safe shipment of dangerous cargo by sea.

Dangerous Cargo: Any solid, liquid or gas that can cause harm to humans, other living organisms, property or the environment.

Dangerous Good: They are substances and preparations-compounds that are explosive, oxidizing, very easily flammable, easily flammable, flammable, very toxic, harmful, corrosive, irritant, sensitizing, carcinogenic, mutagen, toxic to the reproductive system and have at least one of the environmentally hazardous materials.

IMO: International Maritime Organisation

Classification: It is the segregation made by the International Maritime Organization considering the chemical properties of dangerous goods.

UN Number: It is the four-digit standard number that the United Nations (UN) gives to each item in the list of hazardous substances in order to provide a convenience for instant identification of dangerous goods.

Proper Shipping Name (PSN): If an object or substance is specifically listed by name, it is identified with the appropriate shipping name in the Dangerous Goods List during transportation.

Danger Label: It defines the label with letters, numbers and figures expressing the properties such as class, degree of danger and content of the loads used in the transportation of dangerous goods.

Packing Group (PG): Packing group give the information about degree of danger of dangerous goods. The most risky items are packed with the most durable packages and measures are taken against possible risks. There are 3 types of packaging groups.

PG I: High hazardous materials

PG II: Medium hazardous / dangerous materials

PG III: Less dangerous materials

Danger Plate: It is the plate that must be kept on the container for information purposes according to the properties of the dangerous goods in the container.

Danger Label: It is the label that must be kept on the package for information purposes according to the properties of the dangerous goods in the package.

Safety Data Sheet (SDS) : Dangerous chemicals; It is a document containing detailed information on its properties and the safety measures to be taken according to the properties of the chemical in the business and the necessary information for the protection of the environment and human health from the negative effects of the chemical.

2. RESPONSIBILITIES

Port facility operator, related parties of the cargo , ship captain must take all necessary measures to carry out the work and operations related to dangerous goods in a safe, secure and enviromentally friendly way, to prevent accidents and to minimize the damage in case of an accident.

In this context:

2.1. Responsibilities of the Related Parties for the Cargo

The responsibilities of the shipper, consignee, representative and transport affairs commissioner of the dangerous cargo defined as cargo related parties in the Asyaport area are as follows:

- a) They will prepares all required documents, information and documents related to dangerous goods and will ensure that these documents are accompanied by the cargo during the transportation.
- b) They will ensure that classified, identified, packaged, marked, labeled and plated of dangerous goods in accordance with the legislation.
- c) They will ensure that dangerous goods are safely loaded, stacked, transported and unloaded in approved and regulated packaging, container and cargo transport unit.
- d) They will ensure that all relevant personnel are trained on the risks of dangerous cargo transported by sea, safety measures, safe operation, emergency measures, security and similar issues, on the other hand keep training records.

- e) They will ensure that the required safety measures are taken for dangerous goods that are illegal, unsafe or pose an risk to people or the environment.
- f) They provide necessary information and support to the relevant parties in case of an emergency or accident circumstances.
- g) They will notify the Ministry of dangerous goods accidents that occur their in the area of responsibility
- h) They will provide the information and documents requested in the controls made by the official authorities and provide the necessary cooperation.

2.2. Responsibilities of Port Facility Operator

- a) Provides suitable, protected and safe berthing and mooring of ships.
- b) Ensures that the entry-exit system between the ship and the shore is suitable and safe.
- c) Provides training persons who involved in loading, unloading and handling operation of dangerous goods.
- d) Ensures that dangerous cargoes are transported, handled, separated, stacked, temporarily suspended and inspected , safely and in accordance with the rules by personnel who is qualified, trained, taken occupational safety measures.
- e) Requests all compulsory documents and information related to dangerous goods from the person concerned and ensures that included with the cargo
- f) Keeps an up-to-date list of all dangerous cargo in the work area.
- g) Ensures that all operational personnel are trained on the risks of handled dangerous cargo, safety measures, safe working, emergency measures, security and similar issues and keep records its.
- h) Checks the relevant documents in order to confirm that the dangerous cargoes entering its facilities are properly identified, classified, certified, packaged, labeled, declared, safely loaded and transported to the approved and legal packaging, container and cargo transport unit.
- i) Takes the necessary safety measures for dangerous goods that are against the rules, unsafe or pose a risk to people or the environment and notifies the port authority.
- j) Ensures that emergency arrangements are made that all relevant people are informed about these issues.
- k) Notifies the port authority of dangerous cargo accidents that occur in the area of business responsibility.
- l) Provides the necessary support and cooperation in the controls made by the official authorities.
- m) Carries out activities related to dangerous goods in docks, pier ,and warehouses established in accordance with these works.
- n) Equips the docks and piers reserved for ships and vessels that will load or unload bulk oil and oil products, with proper equipment for this work.

- o) Provides the transfer of hazardous materials that are not possible or not allowed to be temporarily stacking in the operating area to outside the port facility as soon as possible without delay.
- p) It can not berthing ships and marine vehicles which are carry dangerous goods, without the permission of the port authority.
- r) Establish a storage area in accordance with segregation and stacking rules for transported dangerous goods and takes the necessary fire, environmental and other safety measures in this area. In loading, unloading or limbo of dangerous goods to ships and marine vessels, ship authorities and those who do loading, unloading or limbo take necessary safety measures against heat and other dangers, especially in hot seasons. Flammable materials are kept away from spark-generating processes and spark-generating tools or tools are not operated in the dangerous cargo handling area.
- s) Prepare an emergency evacuation plan for evacuation of ships and marine vehicles from port facilities in emergency circumstance.

2.3. Responsibilities of the Master of Vessel

- a) Ensures that the equipment and devices of the ship are suitable for dangerous cargo transportation.
- b) Requests all compulsory documents and information related to dangerous goods from the port facility and the related parties for cargo, and ensures that they accompany the dangerous goods.
- c) Ensures that the safety measures fully implemented and maintained related to loading, stowing, separating, handling, transporting and unloading the dangerous cargoes on its ship, and makes the necessary inspections and controls.
- d) Checks that the dangerous goods entering the ship are identified, classified, certified, packaged, marked, labeled, declared, safely loaded and transported to the approved and legal packaging, container and cargo transport unit.
- e) Ensures that all ship personnel are informed and trained on the risks of transported, loaded, unloaded dangerous cargo, safety precautions, safe working, emergency measures and similar issues.
- f) Ensures that person who are qualified and who have received the necessary training in loading, transporting, unloading and handling of dangerous goods work in a manner that has taken occupational safety measures
- g) Master cannot move out of the allocated area, anchor, or berthing the pier and dock without the permission of the port authority.
- h) It implements all rules and precautions during sailing, maneuvering, anchoring, berthing and leaving to safely carry the dangerous cargo.
- i) Provides safe enter-exit between vessel and the dock.
- j) Informs the ship's personnel about implementation, safety procedures, emergency measures and method of response related to dangerous good on board.
- k) Keeps up-to-date lists of all dangerous goods on board and declares its to the relevant authorities.
- l) It takes the necessary safety measures for dangerous goods that are against the rules, insecure, and pose a risk to the ship, people or the environment and notifies the port authority.

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- m) Notifies the port authority of dangerous goods accident which occur the on the ship.
- n) Provides the necessary support and cooperation in the controls made by the official authorities on the ship.

2.4. Responsibilities and Duties of Dangerous Goods Safety Advisor

- a) To follow that the provisions of international agreements and contracts (IMDG Code etc.) are complied with in the transportation of dangerous goods.
- b) To present suggestions to the business regarding the transportation of dangerous goods according to the provisions of the IMDG code.
- c) To prepare the annual activity report of the business regarding the transportation of dangerous goods within the first three months from the end of the year and submit it to the Ministry in electronic environment and the said annual report includes the following:
 - Dangereus class and properties of dangereous substances
 - Total amount of dangereous goods according to their classes
 - Report prepared regarding the accidents that occurred in the business according to IMDG code
 - What type of transport is used in dangereous goods
 - Dangereous goods carried within the scope of the exemption specified in the IMDG code and their quantities and classes
- d) To determine the dangerous goods to be transported, determining the requirements in the IMDG code and the compliance procedures for this substance.
- e) To guide the port operator while purchasing the transportation vehicles to be used in the transportation of dangerous goods.

To determine procedures regarding the control of equipment to be used in the transport, loading and unloading of dangerous cargo.

- f) To provide task-oriented training to port operation personnel about national and international legislation and the changes made on its and to keep the records of this training.
- g) To determine the emergency procedures to be applied in the event of an accident or a possible incident that will affect safety during the transportation, loading or unloading of dangerous goods, to have employees do the exercises periodically and keep records of them.
- h) Ensuring that measures to prevent the recurrence of accidents or serious violations are taken in coordination with the workplace OHS specialist.
- i) Ensuring that the special requirements of the legislation on the transport of dangerous goods are taken into account in the selection and employment of third parties.
- j) Ensuring that employees involved in transporting, loading or unloading dangerous goods have knowledge about operational procedures and instructions.
- k) To take measures to increase the awareness of the relevant personnel in order to be prepared against possible risks in the transport, loading or unloading of dangerous goods
- l) To prepare instructions for keeping the documents and safety equipment required to be present in the vehicle during transportation according to the class of the dangerous goods.
- m) To guide the implementation of the plan by preparing the port operation security plan specified in the IMDG code in cooperation with the Port Operation Security Officer.
- n) To record all kinds of work done on activities, including training, inspection and control, to keep these records for 5 years and to submit them to the Ministry if requested.

- o) In the inspections to be made regarding the duty in the Port Management; Keeping records by specifying the date and time of the audited persons and jobs.
- p) In cases where there is a danger, to ensure that the work is stopped until the danger is eliminated, to start the work with its own approval when the danger is eliminated, and to notify the business or the competent authorities in writing of all stages in the process until the danger is eliminated.
- q) To determine the procedures for the work and processes related to packaging, labeling, marking and loading in accordance with the IMDG Code provisions of the cargo loaded on the transport vehicle.
- r) In the event that an accident that occurs during transportation, loading or unloading in the facility under its responsibility causes damage to life, property and the environment; collecting information about the accident and submitting an accident report to the port management or the Ministry.

2.5. Responsibilities of the Shipping Agency

- a) To comply with international maritime rules and relevant legislation and the instructions given by the administration
- b) To provide information and documents requested by the administration
- c) To comply with the provisions of the notification regarding the shipping agency services tariff.
- d) To continue its activities and maintaining its qualifications in a workplace equipped for service.
- e) To submit the changes regarding the information and documents subject to the issuance of the authorization certificate to the Administration within thirty working days in order to rearrange the address change.
- f) Entering the data entries requested by the administration into the system on time and accurately
- g) To send the authorization document to the administration for visa before the expiry of the five-year period, which is the validity period.
- h) To appoint an agency officer, to employ at least one shipping agency personnel in agency headquarters and branches
- i) To use marine vehicles registered as agency boats in these operations while serving ships at anchor or drift outside the port facility
- j) They must hang the authorization document so that it can be seen in the office.
- k) Secondary agencies continue their activities within the authority given by the authorized agency, and use their own stamp, letterhead, invoice and receipt in agency services provided within this scope. The responsibility of the secondary agency is limited to the power of attorney given by the central agency.

2.6. Responsibilities of 3rd Parties Operating in the Port Facility

The responsibilities of third parties (agencies, government officials, visitors, drivers, etc.) operating in the port facility and how to fulfill these responsibilities are explained in detail under various headings in this guide.

Third parties who are not taken IMDG Code general awareness and duty-oriented training, strictly prohibited from entering dangerous cargo handling areas, doing any work related to dangerous cargo or approaching dangerous goods.

3. RULES AND MEASURES TO BE IMPLEMENTED / OBSERVED BY THE PORT FACILITY

According to Article 12 of the Regulation on the Transport of Dangerous Goods by Sea;

a) If the dangerous goods cannot be stored in the place where they have been unloaded in the quay or the wharf, the port facility operators shall ensure that such goods are transported outside the port facility as soon as possible, without waiting in the terminal site.

- The discharging of Class 1 explosive materials, class 6,2 infectious substance and Class 7 radioactive dangerous cargoes in the port will be performed as alongside with a special permit to be obtained from the Port Authority. In cases where it is necessary to stack these cargoes, it will be provided by taking the necessary safety measures in a predetermined limited area (between the bollards(1-5) of the dock number 2).
- If the artificial fertilizer goods, which is one of the Class 5.1 Oxidizing Substances within the scope of IMDG Code, arrives in bulk, it will be loaded / unloaded as alongside and will not be stored in the port area. However, if the cargo arrives in the container, it can be temporarily stored at the port area.
- In the port area, line no 3C, 3D, 3E and 3F are designated as the storage area for the handling of dangerous goods in accordance with the segregation and stacking rules. The necessary fire, environment and other safety precautions have been taken by the Port facility.
- Port facility personnel, seafarers and other parties in charge of handling dangerous goods wear protective clothing suitable for the physical and chemical characteristics of the cargo during loading, unloading and storage. Protective equipment is used in the port area according to the Personal Protective Equipment Usage Plan.
- Persons who will fight fires in the dangerous goods handling area are equipped with firefighter equipment and fire extinguishers, first aid kits and equipment are kept ready for use at all times. There are ready-to-use fire extinguishers and equipment in this area. It is specified in the General Fire Plan of the facility. There is fire hydrant at 50 m intervals in RTG blocks and IMDG stacking area. In addition, the IMDG stacking area has been planned to receive support from tugboats in case of emergency. "PL-SEÇK-011 General Fire Plan of the Facility"
- Stacking of containers other than hazardous materials in the dangerous goods storage area is prevented with the IMDG storage area filter.
- In the independent stacking area allocated for dangerous cargoes, stacking and segregation will be done according to the class of the dangerous cargo, subject to the IMDG code.

b) Dangerous goods shall be properly packaged, and identification details and information on risks and safety measures will be present on the package

In the port area, all classification, stacking-separation, plate attachment, labeling, packaging operations on the transport units, cargo transport units and packages, are the responsibility of the shipper and the carrier. The consignor is obliged to send the dangerous goods in approved packages that comply with the legislation. Information on identifying, risks and safety precautions on the packages is provided by the consignor. In case a deficiency is detected in the packaging or information within the port area, all related costs are debit to the consignor and her/him representative.

In the port area, all classification, stacking, segregation, plating, labeling, packaging, freight offer and prepare the relevant shipping documents on the transport units are responsibility of shipper and carrier.

After the dangerous goods are stuffed into the container, the Packing Certificate will be signed by the shipper. The person signing the Packing Certificate:

- The materials are loaded, marked and labeled correctly.
- There is no damage or leakage.
- properly supported and secured for sea travel.
- All aspects of the IMDG Code are complied with.
- Accept that the declaration of the shipper correctly describes the materials in the container.

Cargo transport units will be inspected for external damage, leakage or overflow of contents before the cargo transport units are loaded on the ship by the Operations Directorate

- It must be ensured that damaged packages and cargo transport units are transported immediately and safely to the allocated area. It must be ensured that damaged packages do not leave from allocated area before repackaged, suitable for transport and handling and are safe.
- Any cargo transport unit that is found to be damaged or leaking will not be loaded on the ship until the necessary repairs are made or the damaged packages are removed.
- All damaged or leaking packages and cargo transport units which are containing dangerous goods will be reported to the Port Authority by the port operator.

c) Port facility personnel and ship crew who are involved in handling of dangerous goods and other authorised persons related with the cargo shall wear protective garments suitable for the physical and chemical properties of the cargo, at the time of loading, unloading and storage.

Third parties other than the port personnel are obliged to use Personal Protective Equipment (PPE) specified in the emergency card of the dangerous cargo.

d) The persons who will perform fire-fighting in the dangerous goods handling area shall be equipped with fire fireman equipment and fire extinguishers and first aid kits and equipment shall be kept ready for immediate use.

This subject is explained under the heading "Fire" in section 8.1.1 of the guide.

e) An emergency evacuation plan for evacuation of ships and sea vehicles from coastal facilities in emergency circumstances.

It is explained in section 8.7 of this guide under the heading “Evacuation the ships and marine vehicles from the coastal facility in emergency circumstances” In addition, the Port Facility Security Plan has been submitted to the Port Authority within the scope of the ISPS Code and the port has an ISPS Code certificate.

f) Fire, security and safety measures

Asyaport has taken all necessary precautions for fire, safety and security. Fire, leakage, security and safety precautions related to dangerous goods in the port area are explained under the heading "Fire" in section 8.1.1 of this guide.

g) Approval of the specified issues by the Port Authority, methods of announcement to the relevant parties

Asyaport has announced the matters in this article by approving the port authority on its website. It is accessible to all related parties on the website www.asyaport.com.

h) The personnel who do not take the necessary trainings and certificates required under the Regulation on Training and Authorisation within the scope of the International Code on Dangerous Cargo Carried by Sea are not allowed to work in dangerous goods handling operations work to enter into the areas where such operations are conducted.

The personnel who do not take the necessary trainings and certificates required under the Regulation on Training and Authorisation within the scope of the International Code on Dangerous Cargo Carried by Sea published in the Official Gazette dated 22.01.2016 and numbered 29601 are not allowed to work in dangerous goods handling operations. Operations Department, Construction Equipment Department, CFS and Planning Department personnel and all management personnel are trained on the risks of handled dangerous goods, safety precautions, safe operation, emergency measures, security and similar issues with IMDG Code General Awareness and IMDG Code Task-related trainings are conducted periodically. Personnel who have training and certificates in dangerous cargo handling operations are allowed to work and enter the areas where these operations are carried out. The dangerous cargo stacking area is kept under surveillance with 24/7 CCTV and patrol tours of security personnel.

There is a training hall of sufficient size at the port facility where the IMDG training is given.

Training records of the personnel are kept and followed up by the Human Resources Management within the port management.

i) Implementation related to fumigation, gas measurement and degassing works and processes

Implementation related to fumigation, gas measurement and degassing works and processes in the port facility are explained in detail under the heading “Procedures related to fumigation, gas measurement and degassing” in section 6.4 of this guide.

j) Rules regarding the dangerous good handling

- The following regular and unannounced checks are made by the Port Operations Department for dangerous cargo stacking areas and dangerous cargoes in warehouses for leaks, damage to packaging, deterioration, temperature changes and similar issues.

- Refrigerated containers which are containing dangerous goods should be checked every 8 hours to ensure that the set temperature is preserved.
- Routine checks should be made to be prepared for any signs of perishable of dangerous cargoes stacked or stored to prevent any possible source of fire, leakage or other problems.
- Leaking packaging should only be handled under the supervision of responsible personnel.
- Operations Directorate should ensure that no one opens containers which are containing dangerous goods and does not interfere without any reasonable reason. If the container is opened by a person authorized to inspect, Operation and Planning should make sure that the person concerned is aware of the possible dangers arising from the dangerous goods.
- It should be checked whether the segregation rules are followed in the dangerous cargo stacking area.
- The dangerous cargo stacking area should be kept under the surveillance of security personnel with 24/7 cameras and patrol tours.
- It is forbidden to do spark-generating work such as smoking, lighting fire, welding at the cargo decks and points of ships carrying dangerous goods and storage areas of dangerous goods in the port facility.
- All work to be made except for loading / unloading operations in around the dangerous cargo stacking area is subject to the permission of the Operations Directorate.
- Dangerous cargo stowage area layout plan, fire plan, technical information about the yard are included in the guide annex.

4. CLASSES, TRANSPORT, LOADING / UNLOADING, HANDLING , SEGREGATION, STACKING AND STORAGE OF DANGEROUS GOOD

4.1. Dangerous Goods' Classes

Classifications of dangerous goods handled in our port must comply with the provisions of the IMDG Code. The classification principles and criteria of dangerous goods are explained in detail in the second part of the IMDG Code. Hazardous materials which are not classified as required are not processed. All costs for dangerous goods that are not properly notified to the port operator or notified incorrectly or incompletely are debit to the related parties for cargo.

4.2. Packages and Packaging of Dangerous Goods

Packages and packaging of dangerous goods handled in our port must comply with the provisions of the IMDG Code and relevant legislation. The requirements regarding the packaging and packaging of dangerous goods are explained in detail in IMDG Code 4 and 6. Hazardous materials that are not packaged as required are not processed. All costs related to unsuitable and unapproved packaging are debit to the related parties for cargo.

4.3. Placards, Plates, Markings and Labels Regarding Dangerous Goods

The plates, markings and labels of dangerous goods handled in our port must comply with the IMDG Code and other relevant legislation provisions. The plates, placards, markings and labels of dangerous goods are explained in detail in the IMDG Code 5. Dangerous goods and cargo transport units that are not properly marked, labeled, or plated are not processed. All costs for this type of dangerous goods are debit to the related parties for cargo.

4.4. Signs and Packing Groups for Dangerous Goods

Signs and packaging groups of dangerous goods handled in our port must comply with the IMDG Code and other relevant legislation provisions. Signs and packaging groups for dangerous goods are explained in detail in IMDG Code 2. and 5. Sections and in the "Dangerous Goods List". Dangerous goods that are not properly marked and assigned to the packing group are not processed. All costs for this type of dangerous goods are debit to the related parties for cargo.

4.5 Chart for Segregation of Dangerous Goods On Board and at the Terminal

According to the classes of dangerous goods handled in our port, the stacking and separation procedures on board must comply with the IMDG Code and other relevant legislation provisions. The stacking and segregation procedures on board regarding dangerous goods are explained in detail in section 7 of the IMDG Code. It is the responsibility of the ship captain to comply with these stacking and segregation provisions. How the dangerous goods will be stowed and segregated in the port area according to their classes are explained in the "Dangerous Goods Procedure".

4.6. Segregation Distances and Terminology for Dangerous Cargo in Warehouse Storage

There is no warehouse for dangerous goods in our port facility. How the hazardous materials will be stacked and segregated in the open stacking area according to their classes are explained in the "Dangerous Goods Procedure".

4.7. Dangerous Goods Documents

Documents related to dangerous goods handled in our port must comply with the IMDG Code and other relevant legislation provisions. Documentation and documentation requirements for dangerous goods are explained in detail in section 5 of the IMDG Code. Dangerous Goods that do not have the necessary documents and are not presented properly are not processed. All costs for this type of dangerous goods are debit to the related parties for cargo.

Documentation, control and registration works and procedures related to dangerous goods are explained in detail in the 7th section of this guide under the heading "Documentation, Checking and Recording".

5. MANUAL FOR DANGEROUS CARGO HANDLED AT THE PORT FACILITY

Dangerous Goods Handbook " that can be carried in pockets, which includes the subjects of dangerous goods classes, dangerous goods packages, packages, labels, signs and packaging groups, segregation distances of dangerous cargo, segregation terms, dangerous cargo documents, dangerous cargo emergency response action flow diagram. It is prepared to be given to users and a sample is attached (ANNEX-1).

6. OPERATIONAL MATTERS

6.1. Procedures for Safe Berthing Both At Day Time and Night Time, Mooring, Loading / Unloading, Berthing or Anchorage of Vessel Carrying Dangerous Goods

The Vessel which are carry dangerous goods can enter and exit the port day and night unless restricted by Tekirdağ Port Authority

In accordance with provision "Ensures that the entry-exit system between the ship and the shore is appropriate and safe" of the Regulation on the Transport of Dangerous Goods by Sea; There is a strong communication between the ships berthing at the port and the coastal facility, in order to provide the exit and entry of the ship personnel without exposing the risks of the port area; A ring transportation service is provided for the transfer of ship's crew from the yard to the main port gate.

It is forbidden for the ship personnel to walk in the port area, this issue has been indicated by the signs hung on certain parts of the dock. Gangway will be used for the ship - dock crossing.

Anchorage Location of Vessels Carrying Dangerous Goods: Vessels arriving at the Asyaport which are carry dangerous goods anchor at the appropriate dock according to the planning made. The responsibility of the ship anchoring at the correct anchorage area belongs to the ship's captain and agency. The Asyaport Layout Plan showing the port dock numbers is given in ANNEX-2, and the photographs of the Coastal Facility are given in ANNEX-3.

Ship's Port Arrival Notification and Pilotage / Towage Requests: The port authority(Harbour Master) permission form must be filled in for the ship to berth at the port and this form is filled through the e-maritime system(uygulama.gtb.gov.tr). When the berthing permit request is approved by the port authority(Habour Master) the docking request is sent to the e-mail address info@asyaportkilavuzluk.com. When the sip operation is completed , the ship captain makes a request to the Asyaport pilotage services by VHF radio.

Ensuring that the entry-exit system between the ship and the shore is appropriate and safe:

In accordance with the provision of "Port Operator Establishment ensures that the entry-exit system between the ship and the shore is appropriate and safe" of the Regulation on the Transport of Dangerous Goods by Sea;

- There is a strong communication between the ships berthing at the port and the coastal facility, in order to provide the exit and entry of the ship personnel without exposing the risks of the port area; A ring transportation service is provided for the transfer of ship's crew from the yard to the main port gate.
- It is forbidden for the ship personnel to walk in the port area, this issue has been indicated by the signs hung on certain parts of the dock. There are pedestrian walking way reserved and signed for port personnel.
- Gangway will be used for the ship - dock crossing. The ship's captain is responsible for the safety of the ship's gangway.
 - The ship's gangway / platform must be equipped with pillars and safety net. The gangway platform will be long enough for the ship-dock interface, and will be equipped safely.

- There will be a life preserver ready to be used in emergencies, next to the gangway / mobile sliding pier. Ship crew will be at the ship's dock and will check the ship entry - exit.
 - The captain of the ship is responsible for following, controlling and ensuring safe passage due to the changing conditions of the gangway (Draft change due to loading / unloading, changes in the stretching of the ship ropes).
 - The gangway will be down on the quay firmly or suspended in full abortion from the dock. The port management may stop the use of the unsafe gangway and the port management may report unsafe situations to the Port Authority.
The person who enter and exit the ship due to their duties have to wear Personal Protective Equipment(PPE) such as hard hat, vest and work shoes.
- d) There is sufficient lighting in order to provide the ships berthed to the coastal facility are illuminated sufficiently.
- e) The general layout of the port has been posted to the required places.

6.2. Procedures for Additional Measures Required to be Taken in Relation to Loading, Unloading and Limbo Operations of Dangerous Goods, Depending on Seasonal Conditions.

In loading, unloading or limbo of dangerous goods to ships and marine vessels, ship authorities and who make loading, unloading or limbo will take necessary safety measures against heat and other dangers, especially in hot seasons.

6.3. Procedures for keeping combustible, flammable and explosive substances away from procedures which generate/may generate sparks and for not operating vehicles, equipment and apparatuses that generate/may generate sparks in dangerous cargo handling, stacking and storage areas.

Spark-generating work such as smoking, lighting fire, welding is forbidden in the cargo deck and points of ships carrying dangerous goods and coastal storage areas of dangerous goods. Flammable materials are kept away from spark-generating processes and spark-generating tools are not operated in the dangerous cargo handling area.

6.4. Procedures Related to Fumigation, Gas Measurement and Degassing

Cargo transport units (CTU) are not fumigated by the port. Written permission will be obtained from the Port Authority for the fumigation operation to be carried out in the port area under the responsibility of the shipper. Fumigation process will be carried out in accordance with the Fumigation Procedure ((PR-OPR-013).

Fumigation Party,

1. Circular no. MSC-MEPC.2 / Circ.1 on the prevention and disposal of fumigants used in fumigation operations on the marine environment and human health.
2. It accepts in advance that the Ministry of Transport, Maritime Affairs and Communication IMDG Code Implementation Instruction No. 2013/180 dated 23.09.2013 in fumigation, gas measurement and degassing works and operations. It makes fumigation processes in accordance with this legislation.

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Firms that are found not to comply with these rules are not allowed to operate. All costs incurred are debit to the person concerned.

The area to be fumigated is determined by the port operator. The duty and responsibility to take Occupational Health Safety and Environmental Safety measures belongs to the party performing the fumigation during the fumigation operation.

Fumigation on Ships

Fumigation is not allowed on ships berthed at coastal facility. Fumigation of ships carrying or will be carry dangerous goods is make with the permission of the Port Authority. The responsibility in this matter belongs to the ship's captain.

7. DOCUMENTATION, CHECKING AND RECORDING

7.1. Principles on what all compulsory documentation, information and documents related with dangerous goods are, their being made available by the related parties and checking of the same.

Documents related to dangerous goods handled in Asyaport must comply with the IMDG Code and other relevant legislation provisions. Documentation and documentation requirements for dangerous goods are explained in detail in section 5 of the IMDG Code. IMDG Code, SOLAS, MARPOL books are available up-to-date as published by the Ministry in our port. With the documents mentioned above, other relevant documents related to dangerous cargo are kept in written or electronic environment at our port facility. IMDG Code books and documents are used effectively in dangerous cargo operations.

7.1.1. Notices Related with Dangerous or Marine Pollutant Cargo

Paying attention to the fact that unreported or misreported cargoes cause many problems and accidents, Vessel which are carry dangerous goods to our port:

- 1) At least twenty-four (24) hours before entering the Port Authority Port Administrative Area,
- 2) Ships and marine vessels which voyage time until their entrance to the port area is less than twenty-four (24) hours must submit a notification document containing detailed information about their cargo immediately after departure from the coastal facility to the Port Authority and the Port Facility in writing.

The person concerned with the cargo must notify our Port Authority at least 24 hours before entering our facility regarding the dangerous cargoes which are coming by road and rail.

- If the notification obligation is not complied with or the notifications do not contain correct information, administrative sanctions are reserved by the Port Authority against the notifier. The costs incurred are debit to the related parties by our company. If timely and correct notification is not made, the berthing time and departure time of ships may change.

- Financial damage and legal liability arising from no entry permit to the port facility due to the failure to notify in time will belong to the party that has the obligation to notify.

The notification also includes dangerous cargoes to be handled or transit or stored at the port.

7.1.2. Information, Documentation/Forms to be Submitted in Notifications

Purpose of notification within the scope of IMDG CODE; To ensure that the dangers, threats of dangerous goods, information about the damage its can be cause and emergency actions are communicated to all parties involved in the transport. In this context,

Dangerous Goods Transported by Sea

A notification is made by the ship's agency with a "notification document that contain detailed information regarding dangerous cargo".

The Port Management Directorate is notified with the following documents:

- 1) SDS Form, Dangerous Goods Manifest.
- 2) Dangerous Goods Discharging list.
- 3) In addition to the above, in accordance with the Regulation on the Transport of Dangerous Goods by Sea, the port operator has the right to request all the required documents, information and documents related to dangerous goods from the related parties for cargo.

Dangerous Goods Transported by Land

For dangerous goods arriving at the port area to be loaded on the ship, the shipping agency will notify the Port Authority, Port Operations Department and relevant institutions and organizations at least 24 hours before. In this context, a notification is made by the ship's agency with a "notification document that contain detailed information regarding dangerous cargo".

The Port Operations Department is notified with the following documents;

- 1) If the container is to be stuffed, IMDG Class and UN No. information is given to the port operations department by the ship agency before stuffing by using the port automation system customer interface e-service.
- 2) Containers which contain dangerous cargo will be notified electronically by the ship agency using the port automation system before arriving at the port area.
- 3) In addition to the above, in accordance with the Regulation on the Transport of Dangerous Goods by Sea, the port operator has the right to request all the required documents, information and documents related to dangerous goods from the related parties for cargo.

If dangerous goods are loaded or packaged in any container or vehicle, the company which responsible for packaging / loading the container or vehicle will have a "container / vehicle

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packaging certificate". The relevant certificate will be issued by the shipper. No need Container / Vehicle packing certificate for tanks.

Also, the ship agency is notified to the port operations department for dangerous goods which are not covered by the IMDG Code but subject to other transport modes.

7.1.3. Notification of Dangerous Cargo as EDI file

- a) The container information to be loaded on the ship, unloaded from the ship or containing dangerous cargo within the scope of the IMDG code that appears in transit on the ship must be sent to the port operator by the agency or the shipowner in EDI extension file. Detailed information of dangerous goods (UN number, PSN, Class, etc.) will be specified in detail in the "Electronic Data Interchange (EDI)" file, as well as the slot where the container will be loaded on the ship.
- b) It is also obligatory to notify the port management of dangerous goods outside the scope of IMDG CODE before their arrival at the port area.
- c) Depending on the situation and necessity, additional information, document / forms other than the above mentioned information, document / forms may be requested by the port operator.

7.1.4. Obligation to Keep Documents Related to Dangerous Cargo

Our port facility keeps and preserves a copy of the dangerous goods transport document and the additional information mentioned in the IMDG Code for the period specified in the legislation. This information can be stored electronically or on a computer in a condition that can print out the information when necessary.

7.2. Keeping an up to date list and all other relevant information regarding all dangerous goods at the port facility, regularly and fully

7.2.1 Dangerous Goods Record

The Port Authority keeps an up-to-date record of all dangerous goods entering, exiting and stored in the port area. These records and information will be given to the Port Authority and emergency response officers if requested. In the records, the type, class, quantity and location of dangerous cargoes in the port area are determined. ANNEX-4 Dangerous Goods Procedure.

7.3. Procedures for checking whether the dangerous goods that have arrived at the facility have been appropriately identified, correct shipping names have been used for the dangerous cargo, whether they have been appropriately certificated, packed / packaged, labelled, and declared, and whether they have been safely loaded into packages, Cargo Transport Units (CTU) that are approved and that comply with to the requirements, and procedures for reporting the results

7.3.1. The obligation correct names have been used for the dangerous cargo

Compulsory rules on dangerous goods transported in packaged form are regulated in the IMDG Code. In order to define the cargoes mentioned in the correspondence and cargo documents and notifications to be made by the port operation personnel involved in the transportation and handling of the cargoes covered by this Code, the appropriate shipping name and the United Nations Number (UN Number) will be used.

7.3.2. Notification of Dangerous Cargo Transport Units Control Result

In accordance with IMO's MSC.1 / Circ.1442 circular and the writings of the General Directorate of Dangerous Goods and Combined Transport Regulation dated 04.03.2013 and numbered 80063613 / 115.01.1099: Necessary inspections are made regarding the compliance of Cargo Transport Units (CTU) containing cargo subject to IMDG Code and notified to the Port Authority at the end of the quarterly period. Control results notification form for dangerous cargo transport units (CTUs) is given in ANNEX-5.

After the dangerous cargoes are stuffed into the container, the Packing Certificate will be signed by the loader. The person who signed the Loading Document:

- a) The items are loaded, signed and labeled correctly,
- b) There is no damage or leakage,
- c) Is properly supported and secured for sea travel.
- d) All aspects of the IMDG Code are complied with,
- e) It accepts that the declaration of the shipper correctly describes the substances in the container.

7.3.3. Preparations for Dangerous Cargoes that Arriving at the Facility

Following the arrival of the dangerous cargo notification, the port management plans the stacking, storage, loading / unloading in the port area in accordance with the class of the cargo.

In this planning:

- a) Preparation is made for the port personnel who is engaged in loading, unloading and storage operations with the personal protective equipment (PPE) specified in the SDS form,
- b) Emergency Plans and procedures are checked,
- c) Docks are allocated for loading / unloading,
- d) Information about the class of dangerous goods, main and additional dangers and danger group is obtained,
- e) The information and documents of the notified dangerous goods are checked.

7.3.4. Checking the dangerous cargoes that have arrived at the port facility

Turkish SDS form, Emergency Card, is sent to the port operator by the relevant good agency. Within the scope of IMDG Code and ADR, all classification, stacking, segregating, plating, labeling, packaging, preparation of the freight offer, preparation of the relevant shipping documents are the responsibility of the shipper and the carrier.

For cargo arriving by land;

- 1) If the relevant cargo enters the port area with the container;
 - a) The container is checked physically.
 - b) The placard on the container is checked for compliance.
 - c) Segregating is done according to the entry request form and / or SDS form declared by the relevant cargo agency.
 - d) In case of nonconformity, the relevant cargo agency is notified and the cargo is not taken to the port area.

If the relevant cargo enters the port area open on the vehicle;

If the relevant cargo is to be stuffed in the container, the necessary measures are taken according to the SDS form after that stuffing is done.

For Cargoes that will enter the port area by sea;

1) If the relevant cargo enters the port area with the container;

- a) The container is checked physically.
- b) The placard on the container is checked for compliance.
- c) Segregating is done according to the SDS form of the cargo declared by the relevant cargo agency and specified in the discharge list.
- d) In case of nonconformity, the relevant cargo agency is notified.

2) If the relevant cargo enters the port area with the ship;

- a) For the shipments to be made under ADR, the necessary safety measures and obligations within the scope of the relevant code are fulfilled by the carrier and the cargo agency.
- b) Handling is done according to the points specified in the SDS form.
- c) A letter of undertaking is requested from the company that will carry out transportation from its agency and from its consignee

7.3.5. Dangerous cargo inspection / exact detection / Sampling methods

- a) PPE specified in the required SDS form is worn before entering the dangerous cargo stacking area,

b) The container dooe opened under the supervision of the Inspection Officer for inspection / exact detection or sampling of the cargo,

c) Sampling from dangerous cargo can be done by the company or the relevant institutions and organizations.

7.3.6. Stuffing and Unstuffing services for the dangerous cargoes

Stuffing and unloading activities of dangerous goods are carried out in dangerous cargo stacking / storage areas. The first approval for stuffing and unloading must be obtained from the Port Management. Stuffing and unstuffing of dangerous cargoes cannot be carried out in areas other than the dangerous container area.

Under the IMDG Code, Class-1 (Explosive Materials) and Class-7 (Radioactive Materials) cargoes cannot be stuffed or unloaded, loaded / discharged into containers or other containers within the Port Area.

Making the decision of conformity regarding stuffing / unloading is under the authority of the port operator and companies must obtain the necessary permission from the Port Operator 24 hours before the arrival of the cargo at the port. Otherwise, the responsibility will rest with the contractor firm and its agency.

Class 6.1 toxic and Class 6.2 Infectious substances are not stuffed and unloaded in the Port Area.

7.4. Providing and Keeping Safety Data Sheet (SDS) for Dangerous Goods

Dangerous substances; SDS form, which includes detailed information about their properties, the safety measures to be taken according to the dangerous properties of the substances in the workplaces, the necessary information to protect human health and the environment from the negative effects of hazardous substances and preparations, will be submitted by the cargo authorities before the dangerous goods enter the port area when requested by the port operator.

7.5. Keeping Records and Statistics for the Dangerous Cargo

It is explained in 7.2.1 section of this guide under the title of "Dangerous Goods Records".

8. EMERGENCY CIRCUMSTANCES, PREPAREDNESS FOR EMERGENCY CIRCUMSTANCES AND EMERGENCY RESPONSE

8.1. Procedures for response in relation to dangerous goods which may create risk for life, property and/or the environment and response in hazardous circumstances involving dangerous goods.

8.1.1. Fire

In the IMDG Code Emergency Guide (EmS Guide) to prevent fire and pollution caused by dangerous goods operations; Emergency Measures for Fire (Ems For Fire) against FIRE, which

can be caused by dangerous substances listed in the IMDG code, are intervened according to the procedures specified. The incident is reported to the Port Authority.

There are fire hydrants, auxiliary water storage tank and fire cabinets (nozzle, fire hose) in the entire port area.

In case of need, there are two tugboats with the capability and ability to extinguish fire in order to intervene in the fire that may occur in the ships moored at the port.

Firefighter equipment is available for the people who will fight with fires in the hazardous material handling area, and firefighter equipment, fire extinguishers, first aid kits and equipment are always ready for use against possible fire.

There are two mobile emergency containers in the port area, containing marine pollution and fire fighting materials and equipment. Their locations are shown in the Emergency Plan.

8.1.2. Leakage

In the event of leakage / spillage caused by hazardous material operations, in the IMDG Code Emergency Guide (EmS Guide) to prevent marine and environmental pollution; Emergency Measures for Spillage (Ems For Spillage) is intervened according to the specified procedures against leakage that may be caused by dangerous substances listed in the IMDG code. The incident is reported to the Port Authority.

8.1.3. Marine Pollution

Within the scope of the Implementation Regulation of the Law on Emergency Response and Compensation for Damages in the Pollution of Marine Environment with Oil and Other Hazardous Substances published in the Official Gazette dated 21/10/2006 and numbered 26326, with a company authorized by the Ministry that can intervene in the pollution of oil and other harmful substances in the marine environment. The agreement has been made, and the necessary equipment and materials for emergency response to marine pollution are available at the port facility. Emergency response material and equipment list against marine pollution is included in the annex (ANNEX-6).

In case of leakage or spillage caused by hazardous material, if there is a serious threat to the sea and the environment, the issue is evaluated within the scope of the 1st level incident and the necessary intervention is made by putting it into practice in the "Coastal Facility Emergency Response Plan against Marine Pollution".

Port management emergency meeting places are shown in the Coastal Facility General Layout Plan in ANNEX-7. The Coastal Facility General Emergency Management Chart is given in ANNEX-8.

8.2. Information About Emergency Response Possibilities, Capabilities and Capacity of the Port Facility.

Information about the possibility, capability and capacity of emergency response in our coastal facility is explained under paragraph 8.1. Emergency Plan is applied in case of emergency.

The emergency alarm in the port is the siren sound. The entire port area is monitored by CCTV, and port security teams patrol constantly. In case of emergency, the port shift supervisor will be informed immediately by CCTV.

In case of fire on the ship, the ship will warn with its own whistle and will make the first intervention to the fire with its own personnel and then need to help from the shore.

Loading / Unloading operations are stopped in case of fire, leakage etc. situations requiring emergency intervention. We act in accordance with the port management instructions. The ship prepares for immediate departure. Port tugboats are kept ready.

The Plan to be Followed in Case of an Accident Containing Dangerous Goods is given in ANNEX-9.

8.3. Regulations regarding the first response to be given in accidents involving dangerous goods (methods of first response, possibilities and capabilities of first response, and similar matters)

The IMDG Code determines in this regard against FIRE and LEAKAGE that dangerous materials are mixed with the dangerous goods listed in the IMDG Code; Emergency response is carried out in accordance with the procedures and principles stated in "Emergency Measures for Fire" (EmS for fire) and "Emergency Measures for Spillage" (EmS for spillage) and the internal procedures of the port operation.

Emergency response possibilities and capabilities against leakage and fire are available at the port. Details are given in EK10-11-12.

Medical First Aid Guide attached to the IMDG code will be used in accidents involving dangerous substances at the port facility. Within the scope of the Occupational Health and Safety Law No. 6331, the workplace doctor and other healthcare professionals work for medical first aid in all possible accidents / injuries at the port facility. There is an full-fledged infirmary at the port facility, and an employee with a first aid certificate up to 10% of the total number of employees. First aid training is provided in the workplace in accordance with the legislation.

8.4. Notifications that must be made outside and inside the facility in emergency circumstances

Any hazardous material incident that may cause damage to the persons, the ship or ships in the port, the port or any property or the environment will be sent to the Port Authority in the "Dangerous Goods Event Notification Form" in ANNEX-13. (FR-SEÇK-041) is reported as soon as possible.

In this context, by the Port Operating Organization;

- a) Dangerous and hazardous material spillage or fire hazard and incidents that occur in the area of responsibility are immediately reported to the Port Authority and emergency fighters.
- b) The necessary safety measures for dangerous goods that are not in conformity with the rules, unsafe or that pose a risk to people or the environment are taken by the Port Operator and notified to the Port Authority.

8.5. Reporting Accidents

As a result of accidents caused by dangerous substances, the background and reasons of the accident are investigated and a report is prepared to be discussed and evaluated by the Port Occupational Health Safety team. The team, on the other hand; speed of intervention, use of correct method and effectiveness, evaluates in terms of situations. The necessary measures are taken by the port management in order to prevent subsequent events from happening again. Dangerous goods accidents are reported to the Port Authority.

8.6. Coordination with Governmental Entities and Method of Cooperation

In cases that require urgent intervention caused by dangerous substances, the necessary emergency response is made in cooperation and coordination with relevant institutions and organizations such as Police, Municipality, Customs, Port Authority.

8.7. Evacuation the ships and marine vehicles from the coastal facility in emergency circumstances.

If it seems necessary to evacuate ships from the port in emergencies caused by dangerous substances, "Asyaport Port Emergency Action Plan" will be put into use. In this context, port personnel, ship personnel and emergency response team take charge. In an emergency, Asiaport Pilotage tugboats will be activated to evacuate the ship from the pier.

8.8. Procedures for handling and disposal of damaged dangerous cargo, and wastes contaminated by dangerous cargo

The port hazardous cargo stowage area is allocated as a special area where damaged dangerous cargoes can be kept and repackaged or contaminated wastes can be separated and kept until disposal. Procedures are taken for disposal within the scope of the port emergency plan and environmental emergency instructions.

Damaged packages and cargo transport units will be safely transported to the allocated area immediately. It must be ensured that damaged packages are not left from the private area before they are repackaged, suitable for transportation and handling and become safe.

Any cargo container that is detected to be damaged or leaking will not be loaded into the ship until the necessary repairs are made or the damaged packages are removed.

All damaged or leaking packaging, cargo transport units containing dangerous cargo will be reported to the Port Authority by the port management.

Leaking packaging should only be handled under the supervision of responsible personnel. IMDG Yard, Leakage Pools are shown in ANNEX-7 Coastal Facility General Layout Plan.

8.9. Emergency Drills and Records in Connection With Such Drills

Incident drills requiring emergency situations such as fire, marine pollution, injury are performed and recorded at the times specified in the relevant legislation.

8.10. Information on fire Protection System at the Port Facility.

Information about fire protection and fighting systems is reported in 8.1.1 under the heading "Fire".

8.11. Procedures for approval, inspection, testing, maintenance of fire protection systems and keeping the same in a state ready for use

Periodic control of fire prevention and fire protection systems and equipment at the port facility is carried out.

8.12. Measures must be taken in case the fire protection systems are not functioning

In cases where fire protection systems do not work in the first response to a fire in the Port Facility, assistance is received from the local fire department.

9. OCCUPATIONAL HEALTH AND SAFETY

9.1. Occupational Health and Safety Measures

Port Facility has ISO 45001 Occupational Health and Safety Management System Certificate, and it is aimed to deal with occupational health and safety activities regularly and to solve them within the framework of continuous improvement goal. For this purpose, OHS studies are carried out, employees are provided with continuous training and awareness is raised by keeping safe working instructions in the port area. Within the responsibility areas of the port facility, all personal protective equipment to be used in handling dangerous cargoes are available at the port facility in sufficient quantity and quality at any time. In this context;

- a) ISO 45001 Occupational Health and Safety Management System is implemented in our port in terms of providing the safety of life, property and environment in accordance with Occupational Health and Safety Law No. 6331 and related Regulations.
- b) Port users entering and leaving our port are obliged to wear Personal Protective Equipment (hard hat, luminous vest, steel toed safety shoes) in accordance with the directives and standards.
- c) Coastal facility personnel in charge of handling dangerous goods and other authorized persons for the cargo have protective clothing suitable for the physical and chemical properties of the cargo during loading, unloading and storage. Port personnel who are working on dangerous

goods are informed about the use of personal protective equipment during training and drills / exercises.

- d) There are fire extinguishers of various sizes and characteristics located in various areas in the port area and fire hydrants placed every 50 meters on the ground of the port area. Periodic controls of fire extinguishers and systems are carried out every year. Fire-related trainings are provided to employees and fire extinguishing drills are held every year.
- e) Continuous monitoring of the port facility is ensured with audio warning systems and cameras. Communication and notification can be provided as soon as possible in possible emergency situations.
- f) The following basic emergency equipment is kept in the port area in appropriate places (IMDG stowage area etc.) to protect against the risks may occur by dangerous cargo handled in the port. There are two emergency containers at the port and are available in the following materials: Life jacket, hard hat, raincoat, intervention shoes, gloves, gas mask, protective work goggles, overalls, Tyvek suit, ex proof flashlight, fence barrier, anchor, buoy, rope, tying unit, pulling cap, gas measuring device, washing machine , sorbent barrier, sorbent pad, nylon bag, detergent, floating storage tank, impermeable material, plastic drum, plastic bag, greenhouse nylon, wheelbarrow, bucket, rake
- g) Every personnel involved in the dangerous cargo handling chain knows the location of the above-mentioned materials and how to use them.
- h) "Personal Protective Equipment Usage Plan" showing the distribution of Personal Protective Equipment (PPE) in the port facility is included in ANNEX-14.
- i) Ring service is provided at the port area for safety conditions. Ring stops have been determined in the yard.

9.2. Information About Personal Protective Equipment and Use of These.

Information on personal protective clothing / equipment in the port and information on their use are given under the heading "Occupational Health and Safety Precautions" in section 9.1 of this guide.

10. OTHER MATTERS

10.1. Validity of Dangerous Goods Compliance Certificate

The "Dangerous Goods Conformity Certificate" application of the facility has been made to the Ministry of Transport, Maritime Affairs and Communications. Within the scope of the Regulation on the Procedures and Principles Regarding the Granting of Operation Permits to Coastal Facilities published in the Official Gazette dated 18/2/2007 and numbered 26438, Asyaport Liman A.Ş. The operation permit of the coastal facility has been renewed on 04/06/2018 until 04/06/2018.

10.2 Duties defined for Dangerous Goods Safety Advisor

DGSA duties and responsibilities are specified in Article 23 of the "Communiqué on Dangerous Goods Safety Consultancy" published by the Ministry of Transport, Maritime Affairs and Communications.

10.3. Arrangements in connection with those who carry dangerous goods that will arrive /abandon the port facility by land (documents that must be available in land vehicles carrying dangerous goods at the time of entry into / exit from the port or port facility ; the equipment and materials these vehicles must have; speed limits at the terminal, etc.)

Road vehicles transporting dangerous cargo to the port or carrying dangerous cargo from the port are checked by the Customs Administration at the entrance and exit of the port. Port security personnel, on the other hand, makes the necessary registration and control of the matters remaining in their duty.

European Agreement on Road and International Transport of Dangerous Goods (ADR)

In accordance with the Regulation on the Transport of Dangerous Goods by Road, the following must be present in the vehicle:

- a) Dangerous Goods Transport Driver Training Certificate (SRC5) / ADR Driver Training Certificate
- b) Valid dangerous goods transport document of the vehicle (Vehicle Compliance Certificate / ADR Certificate of Conformity)
- c) Photocopy of the transport permit obtained from the relevant / competent authorities for the transportation of Class 1, Class 6,2 and Class 7 dangerous goods defined in ADR (converted to annual leave.)
- d) Hazardous Substances and Hazardous Waste Compulsory Liability Insurance Policy
- e) Unwritten orange plate on the front and back of the vehicle carrying dangerous goods
- f) Dangerous goods transport document
- g) Written instruction given to the driver by the carrier regarding how the vehicle personnel will act in case of danger or accident in accordance with ADR legislation.
- h) Personal and protective equipment specific to the load carried in the vehicle to be used in an emergency
- i) For dangerous cargoes transported in more than one mode. Multimodal Dangerous Goods Transport Form in ADR Section 5.4.5

10.3.1. Speed Limits at the Terminal

The maximum speed limit for road vehicles entering the port area to exchange cargo is **30 km / h.** Administrative sanctions will be imposed by the port operator and in accordance with the relevant legislation of the customs administration, for the vehicles that are found to exceed the speed limits. OHS instructions for heavy and large vehicle drivers have been issued by the port operator.

10.4. Arrangements in connection with those carry dangerous goods that will arrive / abandon the port facility by sea (day time / night time signs must be displayed by ships and marine vehicles carrying dangerous goods, procedures for cold and hot work on ships, etc)

The vessels which are carry explosive, flammable, flammable and similar hazardous materials hoist a B (Bravo) flag during the day and display a red light visible from all directions (360 degrees) at night, in accordance with the COLREG.

10.4.1. Cold and Hot Work on Vessel Carrying Dangerous Goods at the Facility.

In accordance with the provision "Ships and marine vessels in the port areas, unless permission is obtained from the port authority, as specified in Article 22 of the Ports Regulation; can not perform repair, scraping and painting, welding and other hot work, lifeboat and / or boat launching or other maintenance work. If the ships and marine vessels that will have these works are at the coastal facility, they must coordinate with the coastal facility operation" the ships at the port, including the ships carrying dangerous goods, are subject to the permission of the Port Authority. Unless the necessary coordination with the port management is made, such studies cannot be carried out on the ship. **Hot Work Permits Procedure for Working with Dangerous Goods**

Minimum Safety Requirements for Hot Works on Board:

- a) Before starting the hot work on the ship's deck or the dock, the company officer or the shipping agency who will perform the hot process must have obtained written permission from the port authority that the hot process can be carried out
- b) In addition to the safety precautions required by the Port Authority, the company officer who will perform the hot work before starting the hot work should take all kinds of additional safety measures required on the ship and / or the pier. They informs the port officer about the measures taken. These measures include:

Removal of dangerous cargoes and other flammable materials from work areas and adjacent areas.

Effective protection of flammable building elements (e.g. beams, wooden partitions, floors, doors, wall and ceiling coverings) against accidental ignition

Ensuring the sealing of open pipes, pipe transitions, valves, joints, spaces and open parts in order to prevent the spread of flames, sparks and hot particles from work areas to adjacent areas or other areas

A sign that include hot work permit information and safety precautions should be posted to the work area and also to all work area entrances. Work permit information and safety precautions should be easily visible and clearly understood by everyone involved in the hot work process.

- c) While performing hot work, the following points should be taken into consideration by the ship's captain and crew:
 - To be used immediately during hot work, at least one fire extinguisher or other suitable fire extinguishing equipment should be readily accessible.
 - When enough time has passed after the hot work is completed, a fire detector should be installed in the area where the hot work is performed and in the adjacent areas where danger may arise due to heat transfer.

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			Yayın Tarihi	01.01.2016
			Rev. No	03
			Rev. Tarihi	11.10.2022
			Sayfa No	30/38

10.5. Additional Matters to be Added by the Port Facility

10.5.1. Security

Various port security facilities and capabilities are available at the port area where dangerous cargo operations are carried out. The port facility is a port facility within the scope of the ISPS Code, the security team works in 3 shifts 7/24 hours and regular patrols are carried out in the port area. There is 1 security vehicle at the port entry-exit checkpoints. Port security is effectively provided with indoor and outdoor cameras (CCTV) at a height suitable for ISPS and monitoring the entire port area.

The number of vehicles and people entering and leaving the port is recorded electronically and can be monitored instantly.

The provisions of this guide will be executed by the Port Operations Department.

The subcontractor company acting as a subcontractor at the port is also responsible for implementing the provisions of this guide.

This guide and its annexes are integral parts of each other.

11. ATTACHMENTS

ANNEX-1 DANGEROUS GOODS HAND GUIDE

ANNEX-2 GENERAL LAYOUT PLAN OF THE COASTAL FACILITY

ANNEX-3 GENERAL APPEARANCE PHOTOS OF THE COASTAL FACILITY

ANNEX-4 DANGEROUS LOADS PROCEDURE

ANNEX-5 CONTROL RESULTS NOTIFICATION FORM FOR DANGEROUS CARGO TRANSPORT UNITS (CTUs)

ANNEX-6 EMERGENCY RESPONSE EQUIPMENT FOR MARINE POLLUTION IN THE PORT FACILITY

ANNEX-7 COASTAL FACILITY GENERAL EMERGENCY MANAGEMENT SCHEME

ANNEX-8 DANGEROUS GOODS EMERGENCY RESPONSE PLAN

ANNEX-9 GENERAL FIRE PLAN OF THE FACILITY

ANNEX-10 SPILL / LEAKAGE RESPONSE PLAN

ANNEX-11 FIRE FIGHTING PLAN

ANNEX-12 DANGEROUS MATERIAL EVENTS NOTIFICATION FORM

ANNEX-13 PERSONAL PROTECTIVE EQUIPMENT (PPE) USAGE PLAN

ANNEX-14 INVENTORY OF PORT SERVICE SHIPS

ANNEX-15 FUMIGATION AND GAS PURIFICATION OPERATION PROCEDURE

ANNEX-16 DANGEROUS LOADS HANDLING PROCEDURE

Hot Work Permits Procedure for Working with Dangerous Goods

12. RELATED DOCUMENTS

12.1. Regulation on Transport of Dangerous Goods by Sea

12.2. Training and Authorization Regulation under the International Code of Dangerous Goods Carried by Sea

12.3. IMDG Code Application Instruction of the Ministry of Transport, Maritime Affairs and Communications, dated 23.09.2013 and numbered 2013/180

12.4. Dangerous Goods Hand Guide

12.5. PR-PLN-005 Dangerous Goods Procedure

12.6. PR-PLN-006 Safe Handling Procedure for Packaged Dangerous Goods

12.7. PR-PLN-007 Safe Handling Procedure of Explosive Materials

12.8. PR-OPR-011 Hot Work Permits Procedure for Working with Hazardous Substances

12.9. PR-OPR-013 Fumigation and Degassing Operation Procedure

12.10. PL-SEÇK-008 Personal Protective Equipment Usage Plan

12.11. PL-SEÇK-011 General Fire Plan of the Facility

12.12. General Layout Plan of the Coastal Facility

12.13. Dangerous Goods Emergency Response Plan

12.14. Spillage Leak Response PlanFire Response Plan

12.15. LS-SEÇK-014 Inventory of Port Service Vessels

12.16. FR-OPR-009 Control Results Notification Form for Dangerous Goods Transport Units (CTUs)

12.17. FR-SEÇK-041 Dangerous Goods Incident Notification Form

12.18 Coastal Facility General Emergency Management Scheme

12.19. Marine Pollution Emergency Response Equipment Located at the Port Facility

12.20. General View Photos of the Coastal Facility