

---

## **WELCOME MESSAGE**

---

Dear Captain and Crewmembers,

It is our very great pleasure to warmly welcome you to VLI Port Terminal!

With this communication would like to gently request your cooperation aiming to a safer and most productive port call.

It is our belief that the essential path toward the smooth port operation stems from the person's awareness on the safety and environmental aspects of the whole process, concerned both at sea and ashore, worth mention that safety and environmental issues are most critical concerns for us!

Since liability of the ships rest on the Master's responsibilities, would like to draw your attention on the potential risks in respect of casualties, damages or incidents within the port complex, should therefore request for the acknowledgement and understanding in respect to the formalities presented in this Safety and Operational Port Guide, Port Information and any Safety Check list, submitted by port agents prior arrival and by designated Foreman on behalf of Port Administration before commencing of ship's operations!

Thenceforth assume that all aboard, including visitors, servants and vendors should adhere to the Company Policy whilst at berth; On the other hand, shall strive to ensure full cooperation aiming at the successful and efficient schedule of the ship.

To facilitate the understanding of the company requirements, we shall provide due assistance by sending Foremen and Inspectors aboard ship to brief you as needed and join Ship's officers in a routine inspection of cargo decks and relevant ship's areas when requested by either party.

Aimed at complying with the Company policy, any observation against the safety or operational requirements must be recorded for proper addressing; emphasizing through this announcement the need for cooperation with the Port's Representative on the acknowledgement of any notice that may be issued, furthermore, an immediate action along with a Root Cause Analysis report is required before ship's departure.

In the event that anyone of you observes an infringement of the environmental or safety requirements within port terminal, it would be highly appreciated if you could immediately bring this to the notice Foreman, whom will immediately notify Port Administration.

If observed any issue that may compromise the Safety and Environmental aspects of the ship's operation, you are fully entitled to demand immediate cessation of operations.

In case of breaching of this agreement, Terminal Administration reserves the right to stop all operations and further request that vessel departs, thereafter bear the consequences and actions to be taken against the charterers and owners.

For any issue that may arise involving the Ship, a remark shall be included in vessel's statistical program of VLI Terminals, being liable for consideration in Vetting procedures for future calls.

We are confident on the commitment of all of you with the excellence of port operation!

This document defines the standard procedures to be followed at VLI Port Terminals; its contents propose to assist ship's Masters, Owners, and Agents on the regulations and procedures to be observed.

With Best Regards!

**VLI - Port Administration  
Port Captain's Office**

Vessel:

**CODE OF PRACTICE FOR VESSELS  
CALLING VLI PORT TERMINALS**

---

**1 – ENVIRONMENT**

---

**1.1 CLEANING OF CARGO DECKS**

It is crew's responsibility on granting cargo residues are removed from main deck and hatch covers, avoiding any chance of spillage of cargo residues onto the sea and to reduce blowing of dust. Use of compressed air for cleaning of residues of cargo must be avoided as they highly contribute to produce dust.

**2.1 BALLAST OPERATION**

Discharge of clean ballast water is allowed in the Port area provided the Master complies with following procedures:

Management of ballast must follow THE GUIDELINES FOR CONTROLLING AND MANAGEMENT OF SHIP'S BALLAST WATER as per IMO Resolution A.868(20), Port Authority regulation ANVISA RDC 217 and also the Brazilian Maritime Authority Regulation NORMAM 20.

Master must have full acknowledgement about the good quality of the water ballast, free of any kind and quantity of oil and without any pathogenic organisms or bacteria and/or exotic/unwanted species.

Ballast water cannot be discharged on the quay, ship unloader railway or electrical facilities.

Master must assure that the vessel is provided with necessary protection in the top side tank outlets to avoid any kind of damage or stoppage on unloading operation.

**3.1 OTHER POTENTIAL POLLUTION SOURCES**

Ship must identify and manage potential sources of oil located on main deck specially drums/cans with oily garbage, hydraulic/lubricant oil or grease from deck equipment's/devices/fittings such as: wires, oil pipelines, windlass / winch drums, gears, hydraulic jacks, others.

All oily garbage in cans/tins/drums must be properly covered to avoid overflowing of oily water caused by rain.

Sawdust bags must be always available (SOPEP) for use in the event of oil spillage or oily water produced by rain in contact with these sources.

It is not allowed any maintenance work to the hull, like as painting, chaffing, cleaning and removal of rust or sea incrustation to all vessels berthed alongside our terminal, only the corrective and obligatory painting works to vessel's name, registry port, draft marks and PLIMSOLL disc are permitted, besides the terminal must be advised immediately upon vessel's berthing about all works in order to obtain the authorization and also the vessel must take all necessary procedures to avoid spillage of paint to the sea.

---


**3 – SECURITY**

---

TIPLAM Port Terminal operate in accordance to international regulation and standards of port security and ISPS (International Ship and Port Facilities Security Code) – Level 1.

Port Security Officers occupy the gatehouses at the entrance to the respective terminals and to the port complex. In addition, it is forbidden access to the vessel thru any means other than gatehouses. It is an offence to enter or leave the port area by any means other than a designated entrance or exit.

All persons wishing to access the port must be able, when requested, to demonstrate they have official business in the port and the appropriate authorization. Additional security requirements such as random and compulsory baggage checks may also be carried out. Port access by members of the public is prohibited. Several cameras are stationed around the port to assist security officers monitoring the operations. The vision from these cameras can, if required, be passed onto third parties for their use in investigating incidents. Third parties include but are not restricted to Customs, Federal Police, and Harbormaster.

|   |  |                     |
|---|--|---------------------|
|  | <b>SAFETY AND OPERATIONAL<br/>PORT GUIDE</b> |                     |
|   | <b>VLI PORT TERMINAL</b>                     | <b>Page: 3 of 9</b> |

### 3.1 CREW SHORE LEAVE

Prior disembarking, all crew members must be fully cleared by Immigration Officers (or other Government Bodies official if demanded). Clearance arrangements are to be provided by ship's agents. Once clearance paperwork is completed by agents, one copy of this document should be made available at the gate access of the port. Crew transiting through the port (outside gate) on foot is prohibited. Crewmembers are not authorized to visit other areas of port complex.

### 3.2 CREW CHANGE

Crew Change will be arranged by port agents following specific regulation issued by competent government authorities (Customs and Immigration).

Details of transportation company contracted by owners and the timetable for attendance of crew on shore leave must be informed in advance to Port Security and Foreman.

---

## 4 – OPERATIONAL AND INSTRUCTIONS

---

### 4.1 DAMAGES ON BOARD

Despite all our efforts on rendering a top-quality service during our cargo operations, there is a chance damages occur, by Terminal's or even vessel's fault. In such event, we need to take immediate action to analyze the possible damage and take further actions for a solution.

Would like to make some points clear:

- Monitoring of vessel's air draft oversees the crew. It's extremely important that crew pay attention on ballast and cargo operation to avoid any risk of accident due to vessel's air draft in excess. Terminal will not be held responsible for such damages in case they occur. In case any of shore equipment is damaged due to crew's negligence on monitoring air draft, will be issued letter of protest and vessel will be requested to provide repair.
- Master will receive a "LETTER OF DAMAGE REPORT" in case of any reported damage or a LETTER OF WARNING" in case Terminal find/collect any object from the ship's or his cargo that may cause damage to the conveyor belt and others equipment's or even if loose parts are found into the hold.
- Terminal calls master attention to provide the drawing position/identification of the ladders (inside holds), bilge covers, and others appendages. Terminal will refrain from accepting any responsibility on damages if the damaged structure is not cleared marked on such sketch.
- Within two hours from the completion of each hold (on discharge/charge), or during operation if necessary, Master or designated officer will be requested by Foreman to jointly survey condition of hold, when the necessary damages will be appointed and, if necessary, a damage report should be issued by the claiming part. Terminal reserves the right to refuse liability in case damage report is not received at this moment.
- It is important to mention that any Letter of Damage issued by Master must be delivered immediately to the Foreman, avoiding passing it to terminal thru agents. Contacting Foreman is the best and fastest way to solve damages on board. Contacting agents and passing documents thru official channels is a second step. This decision will save time on analysis of the incident and arrangement for repair.
- If terminal is found responsible for damage, repair will be arranged by our team. In case repair cannot be arranged while vessel is in port, terminal may arrange repair in a next port of call or even request owner to arrange repair, to be reimbursed by terminal. In case this is the final option (repair by owner), terminal will request at least three service quotations to analyze the best one.

### 4.2 HOT WORK PERMIT

HOT WORK definition includes but is not restricted to any Brazing, Cutting, Grinding, Soldering, Electric Welding, Oxyacetylene Welding & Burning, which may cause smoke or fire

Any service that involves hot work must have granted:

1. Foreman will be advised prior hot work starts and when completed or interrupted;
2. Service cannot be performed on same hold where cargo operation is taking place or in the reach of crane, avoiding risk of accidents with personnel, cargo equipments or cargo itself;

3. Area must be clearly identified and a stand-by crew must be kept on watch in order to ensure necessary alerts will take place and communication with stevedores will follow smoothly;
4. Fire fighting equipment must be placed and ready to use;
5. Foreman may interrupt hot work services in case safety procedures are not observed;
6. No transfer of bunker or any combustible material is authorized while hot work is being performed;
7. All safety procedure to be observed.

#### **4.3 TOWLINES / MOORING LINES**

Mooring and unmooring operation is a dangerous moment, when you stand a greater risk of injuring yourself, your shipmate or shore personnel.

Aiming to avoid incidents which may lead to serious injuries and/or death, please abide to the following safety precautions during berthing/unberthing maneuvers:

Maintain the crew safely positioned in relation to the tow / mooring lines so that they remain clear in the event that the line snaps/breaks and away of bights. When lowering lines, the ship to the tug or mooring boat, please make a single turn on the bit and slack it gradually and carefully until the tow / mooring line and messenger line reach the tug or mooring boat's deck. Never lower any line while tug / boat is positioned at ship's bow. Always slack lines in a controlled manner using a messenger line if necessary.

Heaving lines should be constructed with a "monkey's fist" at one end. To prevent personal injury, the "fist" should be made only with rope and should not contain added weighting material. Non-compliance with the safety precautions will be reported to Harbor Master and may result in an inquiry conducted by the Naval Authorities and related penalties will be applied against the responsible parties.

Crew must observe orders given by shore mooring gang when paying out wires or ropes. Mooring gang will instruct crew on how many ropes are to be lowered at time and when to start heaving up or slacking lines.

Master must call immediately the Terminal's Representative (Foreman) by VHF CH 10 in case of need of slacking away the mooring lines in any emergency.

When available, a flashing sign on the pier will instruct deck crew when to start heaving up lines (green light – yes / red light – no).

Please ensure that after berthing all vessels mooring ropes must be tight to avoid any vessels movement along the berth and avoid any damages to the ship and/or shore equipment's.

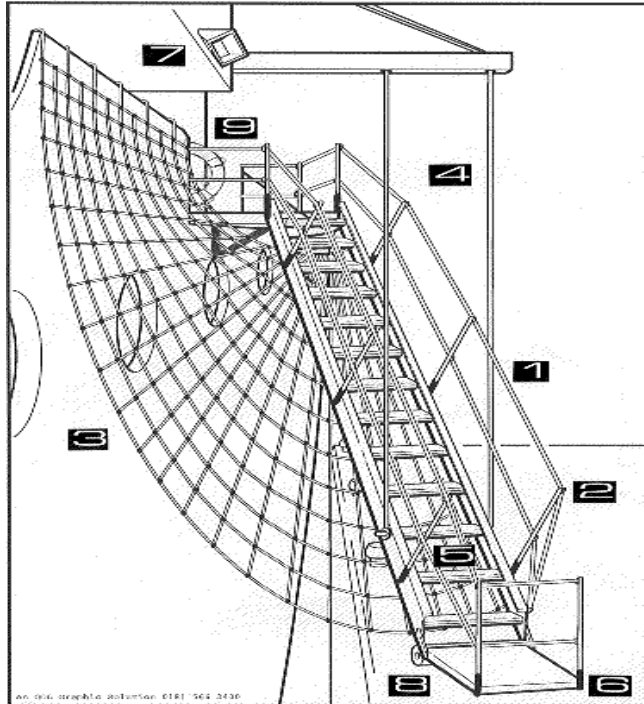
#### **4.4 GANGWAY DRAW NET POSITION**

In order to comply with Santos Port authorities regulations, and avoid fine, please note the relevant procedures to be followed during vessel stay at ULTRAFERTIL

The vessel's must have enough width to allow the safe transit in one direction, and shall have a protective net in perfect conditions. A lateral part of the net must be fixed to the ships side whilst the other, passing underneath of the ladder and tight in the handrails of the gangway shore side.

- 1 - Rope guardrails tight
- 2 - Stanchions free of distortion and all in place
- 3 - Safety net positioned between ladder and ship
- 4 - Hoisting arrangements clear of head height
- 5 - Steps free of oil
- 6 - Bottom platform level
- 7 - Lighting arrangements affectively
- 8 - Base clear of obstructions
- 9 - Lifebuoy with light/line available

For your reference, Please see the pictures



#### 4.5 PORT DETAILS

All vessels expected to call **TIPLAM Port Terminal** — it contains information and guidelines to assist ship's masters, owners, and agents of vessels. Terminal will not be responsible in case any omission on this document, that must be considered and a rough summary of port characteristics. Any doubt that may arise, please contact Terminal Management for clarification. This document aims providing Master of vessels calling **TIPLAM Port Terminal** with relevant information for a safe operation. It has been prepared based on the best practices extracted from the BLU Code.

##### BERTH 1 - DISCHARGE

Designed to operate with discharge.

- **Maximum DWT:** 67.100mt
- **Maximum LOA:** 200m
- **Maximum BEAM:** 33,0m
- **Depth alongside:** 9.8m
- **Operational draft in berth:** 9.8m
- **Maximum safe draft at channel:** 13.2m with a tide of 1.1
- **Maximum safe draft at turning basin:** 9,8m with a tide of 1.1
- **Minimum Hatches Dimensions:** 12 x 8 m
- **Cranes Positions:** Not at port side
- **Max. Discharge Rate:** 1200 t/h

##### BERTH 4 - DISCHARGE

Designed to operate with discharge



Valor da Logística Integrada

# SAFETY AND OPERATIONAL PORT GUIDE VLI PORT TERMINAL

Page: 6 of 9

- **Maximum DWT:** 90.000mt
- **Maximum LOA:** 230m
- **Maximum BEAM:** 32,6m
- **Depth alongside:** 12.3m
- **Operational draft in berth:** 12.0m
- **Maximum safe draft at channel:** 13.2m with a tide of 1.1
- **Maximum safe draft at turning basin:** 9.8m with a tide of 1.1
- **Air Draft:** 19,39 m
- **Minimum Hatches Dimensions:** 12 x 8 m
- **Cranes Positions:** Not at port side
- **Max. Discharge Rate:** 1200 t/h
- **Maximum Height from Deck to top of hatch cover (m):** Not Greater than 2.8 m
- **Cargo Operations:** when preparing discharge sequence, Master is requested to avoid leaving most extreme holds (forward most and aftermost) to be operated on final steps. To improve terminal's performance, we request Master to complete discharge of such hold during the standard steps of discharge.
- **Cargo Operations:** due to design of terminal and the positioning of cranes and hopper, Master is requested to prepare discharge sequence considering operation in non-sequenced holds (ex 2-4 or 3-5), leaving enough room for cranes to move freely without risk of accident while travelling from hold to hopper (positioned between cranes). This will improve discharge performance.
- **Cargo figures:** draft survey
- **Cargo Plan:** When preparing cargo plan and discharging sequence, Master must have in mind that vessel may be ordered to maneuver to roads at any time, so vessel must always be in condition to maneuver. In case vessel is unable to maneuver at any time due to BM/SF, vessel to be notified in advance.
- **Details of cargo equipment:** One movable dock crane with grab, discharging to a single hopper.
- **Holds Cleaning procedures:** Terminal's standard for condition of holds before/after operation is holds cleaning on arrival. Do not wash the holds on berth, it is forbidden to dispose of waste cleanup from holds.

## BERTH 2 AND BERTH 3 - LOADING

Designed to operate with SUGAR, SBS, SBMP, and CORN

- **Maximum DWT:** 90.000mt
- **Maximum LOA:** 230m
- **Maximum BEAM:** 37 m
- **Depth alongside:** 13.5m
- **Operational draft in berth:** 13.2m
- **Maximum safe draft at channel:** 13.2m with a tide of 1.1
- **Maximum safe draft at turning basin:** 9,8m with a tide of 1.1
- **Air Draft:** 19,39 m
- **Cranes Positions:** Not at port side
- **Max. Loading Rate:** 3000 t/h
- **Cargo figures:** shore scale
- **Cargo Operations** Terminals' loading rate applied to your vessel is 3.000mt/hr. Consider this loading rate, avoiding any possible damage or overstressing to the vessel. Kindly keep your deballasting time so as to perform deballasting simultaneously with the loading operation.

#### **4.6 DEBALLAST OPERATION**

Deballasting operation must occur simultaneously to the cargo operation, so no interruption on cargo operation is acceptable on account of deballasting.

In order to avoid any stoppage ordered by vessel or any damage to the ship's appendage owing to air draft restrictions, the loading sequence and deballasting management plan must be fully controlled in a good watch by shipmaster/crew in all respects at all times, prior and during the loading/unloading operations (BLU Code). Terminal will not accept any responsibility of damage either if it may occurs due to the fault of vessel's ballast management control.

#### **4.7 STEVEDORES TOILET AS PER NR-29**

In order to comply with Brazilian Law N. 12.815/2013 we would be grateful if you could kindly arrange vessel's toilet at disposal of stevedores and tally men working on board your good vessel. We count on you good cooperation to have the above mentioned requested attended.

#### **4.8 MATES RECEIPT**

The mate's receipts should be issued by terminal and signed by Master, the figure is based on the shore scale and the mates receipts have to be signed in accordance with shore figure.

#### **4.9 SALING PROCEDURES**

Before closing hatches, you must ensure NO personnel left inside hold such as stevedores or service providers. Also Avoid lowering drums using ropes by hatchcoming when personnel is working on trimming for safety. We hereby inform you that after completion of loading pilot must be confirmed within 2 hours. Since pilot is confirmed by agents, please prepare your pilot ladder one (1) meter above the water by sea side or a combination ladder in case needed. We also hold you or your owners responsible for any kind of loss including demurrage expenses in case you don't follow this procedure accordingly.

#### **4.8 BUNKERS**

Vessel will be un-berthed at the end of operation, regardless the quantity of bunkers remaining on board. At least three hours before time scheduled for pilot on board for sailing, bunker barges must leave vessel. Bunkering is provided by third parties directly to the vessel, so Terminal is not responsible to grant time for bunkering operations. This procedure also applies for vessels that are instructed to leave pier for operational or safety reasons, even if operation is not completed. If berthed at pier 3, bunker must be finished 3 hours before sailing of Vessel berthed at pier 2.

---

### **5 – SERVICES TO THE VESSEL**


---

#### **5.2 WASTE MANAGEMENT**

It is an offence for a person to discard, dispose of, or leave rubbish, refuse, sewage, waste of any kind (including galley waste), waste water, oil sludge or other liquid waste in the port unless it is in a controlled manner through approved services.

Garbage, oil sludge and other waste can be discharged by authorized shore companies, in compliance with VLI's Waste Management Plan, which is known by ship's agent that can provide vessel a list of approved waste contractors.

Master must be concerned about the destination of the waste ashore bearing in mind that the ship will be always the origin/source of the waste. Master should take into consideration this aspect when choosing the disposal company.

|   |  |                     |
|---|--|---------------------|
|  | <b>SAFETY AND OPERATIONAL<br/>PORT GUIDE</b> |                     |
|   | <b>VLI PORT TERMINAL</b>                     | <b>Page: 8 of 9</b> |

We call special attention on compliance of MARPOL 73/78 Annex V (Waste Management).

#### **5.4 DIVING SERVICES**

It is not allowed any diving service while alongside any of our piers.

#### **5.5 DELIVER OF GOODS AND SERVICES**

Ship chandlers and other service suppliers to the vessel must observe Terminal Operational rules, including Safety, Security and Environment when providing services to the vessel. Lack of observation of such rules will result in interruption of contracted services, without prejudice to the terminal operations. Its required work permission from Foreman to hoist goods on board using ships cranes or provision cranes.

#### **5.6 CLEARANCE OF ALL ACTIVITIES BEFORE THE END OF CARGO OPERATION**

Master must assure that all activities such as general supplying (water, provisions, spare parts, general material etc.), third party services (repairs, inspections/surveys, waste removal etc.), and families/visitors will be finished no less than three hours before the time pilot is scheduled to be on board for sailing.

---

### **6 – ADDITIONAL INFORMATION**

---

#### **6.1 PORT CAPTAIN**

The VLI Port Terminal has acting experienced Mariner as Port Captain who will oversee the nautical and operational aspects of your port stay and hold the power of applying fines to the vessel while in port.

#### **6.2 FOREMAN**

1. Foreman is our designated person for the ordinary operational aspects of your port stay and will be your focal point for your routine needs. It's also Foreman's duty to disseminate our operational / safety / security / environmental standards, so it's important that Master and Senior Officers take the necessary time to clarify any possible doubts with Foreman during the arrival meeting on board and during the entire operation. Foreman will also act as surveyor for draft surveys.

#### **6.3 AIS – AUTOMATIC IDENTIFICATION SYSTEM**

It is mandatory that all vessels due to call any terminal at the Port Complex have AIS fully operational during entire port stay, including period at anchorage. Vessels will be monitored thru AIS shore station and the information may be used for operational, security and safety purposes. Special attention is called on the setup of AIS to make sure that provided information reflects the real condition of the vessel.

#### **6.4 PORT STATE CONTROL**


Brazil is signatory of Latin American Agreement on Port State Control (Acuerdo de Viña del Mar), thus all rules stated on this agreement apply. PSC Agreement aims to maintain an efficient and harmonized system of inspections to verify that foreign vessels operating in the region meet safety standards contained in the International Maritime Organization (IMO) Conventions.

Vessel may be inspected at any time by PSC Officers. Vessel is requested to immediately notify terminal in case detained by PSC Officers. Vessel is responsible to arrange clearance and will be considered responsible for all costs / delays that may arise from this detention.

#### **6.6 FIRST AID**

Ordinary and Emergency medical attendance must be arranged by port agents, at hospitals and clinics that are used to attend Seamen. Agents must always be contacted in case any medical attendance.



|   |  |                     |
|---|--|---------------------|
|  | <b>SAFETY AND OPERATIONAL<br/>PORT GUIDE</b> |                     |
|   | <b>VLI PORT TERMINAL</b>                     | <b>Page: 9 of 9</b> |

Terminal may arrange (if available) for Rescue Service in case any accident on board that requires immediate medical assistance. Injured seafarer will be removed to a public hospital, from where port agents will arrange transfer to specialized hospital.

Any accident or personal injuries, including those that demands medical removal, must be immediately notified to Foreman, even if assistance from Terminal Rescue Service is not necessary.

### **6.7 FIRE**

Terminal counts with specialized firefighting team that will be ready to intervene in case of any fire incident.

---

### **FINAL REMARKS**

---

Information contained in this publication is based on, but not limited to, port regulations, Brazilian Labor Law (NR29) and International regulatory landmarks (e.g.: IMO, ILO, ISO, OSHA, ITF).

Nothing in this publication is intended to relieve any vessel, owner, operator, charterer, Master, or person directing the movement of a vessel, from the consequences of any failure to comply with any applicable law or regulation or of any neglect of precaution which may be required by the ordinary practice of seamanship, or by the special circumstances of the case. Although every care has been taken to ensure that this information is correct, no warranty, expressed or implied, is given in regard to the accuracy of all printed contents. The publisher shall not be responsible for any loss or damage resulting from or caused by any inaccuracy produced herein.

As the crewmembers, their families/visitors, passengers and/or any other person directly or indirectly under vessel's liability such as, but not limited to: port agents, surveyors, shipowner or their representatives, subcontractors/service providers, ship suppliers/chandlers are considered as "ship's servant", failure to comply with the present guidance, Master will be held responsible.

The compliance of above procedures/requirements is essential to avoid accidents, incidents, pollution and/or unnecessary potential risks of injuries or death.

### **SAFETY AND OPERATIONAL PORT GUIDE MASTER'S RECEIPT OF ACKNOWLEDGEMENT**

I, as Master, hereby state that all possible diligences/measures will be exercised in name of bellow mentioned vessel, in order to comply with such protective guidance. Also, I post these guidance in manner to assure the compliance by crew, visitors and others person under interest of ship's management.

Master is requested to disseminate all instructions contained on this document to ship's crew prior arrival, preferably on safety / training meetings. Terminal reserves the right to ask for evidences that the correct dissemination of information has been observed, including presentation of a list of participation of crewmembers on such pre-arrival safety meeting.