



General Recommendations & Safety Rules

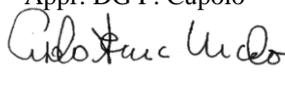
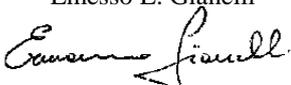
Dear Sirs,

during vessel docking at **La Spezia Container Terminal**, we kindly ask you to observe:

- the General Recommendations (**Section 1**);
- Safety procedures (**Section 2**);
- the procedures concerning Seals & Damage (**Section 3**);
- Check list of delivered Documentation (**Section 4**);

SECTION 1 - General Recommendations

- ✓ Gangway and all other vessel's equipment must always be kept clear from shore crane travelling lanes;
- ✓ Water discharge on the quay is not permitted;
- ✓ During operations, radar and respective antennas must be switched off (in the case of repairs, please advise the Terminal upon arrival);
- ✓ Please check quantity and proper positioning of your lashing material to avoid delays during operations. Lashing materials and twist locks must be made available at the working bay by the ships' crew;
- ✓ Please check as soon as possible, with our planners, the discharge/load plan, the work sequence, the vessel ballast program, to minimise vessel listing and trim during operations;
- ✓ The hatch covers of the *non working* holds must be closed. In case of the hatch covers are opened without operations, the Master shall segregate the area and inform Terminal LSCT personnel.
- ✓ Utilization of ship's gear or other lifting equipment, that could interfere with Terminal cranes and operations, must be requested before by The Ship's Command or agent to Terminal SUPERVISOR on duty;
- ✓ Please note that the vessel must be ready to set sail 30 minutes after the end of all cargo operations. Any different request should be communicated to the Terminal *Berthing office* on vessel arrival;
- ✓ in order to allow efficient and safe operations at LSCT, you are obliged to manage mooring ropes correctly to avoid movement of the vessel, in order to prevent damage during discharging/loading operations;
- ✓ in the case of bunkering, the Ship's Command must comply with current regulation.





SECTION 2 - Safety procedures

SAFETY WORK COOPERATION DURING PORT OPERATIONS DOCUMENT *Documento di Cooperazione per il lavoro in Sicurezza durante le attività Portuali*

To the Ship's Command /Al Comando Nave

M/v _____

We hereby communicate that in accordance with national laws n° 271 and 272 - dated 27/7/99, LSCT, qualified to handle cargo on board, has detailed the "Safety document" with the description of all necessary formalities and preventive and protective measures to adopt during the operations.

Si comunica che in ottemperanza ai D. Lgs. n° 271 e 272 del 27/7/99, l'Impresa LSCT. S.p.A., autorizzata ad effettuare le operazioni portuali, ha elaborato il "Documento di sicurezza" con la descrizione delle modalità di svolgimento delle fasi lavorative e delle misure preventive e protettive da adottare.

In accordance with the contractual agreements, the operations will start upon berthing; with reference to the above mentioned laws, it is compulsory to cooperate and exchange information, and it is necessary to verify the fitness of working spaces and cargo gear, in compliance with the attached "Master Declaration"

Come da termini contrattuali, le operazioni avranno inizio subito dopo l'ormeggio; con riferimento ai decreti, di cui sopra, è previsto l'obbligo della cooperazione e dello scambio informativo ed è necessario accertare l'idoneità dei luoghi di lavoro e delle attrezzature che sarà conseguita preliminarmente attraverso la "Dichiarazione del Comandante" allegata.

LSCT S.p.A., assumes the validity of VSL's documents regarding the condition of structures, safety equipment, and hygienic environment, considering the ship as operative on the ground of the obtained authorizations in entrance, including the "Free pratique" issued by Maritime Health and through the "Arrival report" produced to the Harbour Master.

LSCT S.p.A assume in corso di validità tutti i certificati relativi alle condizioni in sicurezza delle strutture, attrezzature ed igienico ambientali di bordo, considerando la nave operativa per aver ottenuto tutte le autorizzazioni, incluse la "Libera pratica" rilasciata dalla Sanità Marittima ed aver ottemperato alla consegna del "Rapporto di arrivo" all'Autorità Marittima.

In accordance with rules regarding responsibility of cooperation during VSL operations, the following persons in charge are appointed:

Nel rispetto delle norme riguardanti la responsabilità della cooperazione e collaborazione durante lo svolgimento delle operazioni portuali, sono incaricate le seguenti persone:

LSCT S.p.A., **Control Room Coordinator**

Master/Comandante _____

If events that involve and/or reduce the initial safety conditions and hygienic environment should turn up, immediate communication will be given to VSL's Command to restore safety condition; however, in the case of defectiveness of adjustments the competent Authorities will be informed, as foreseen by art. 4 par. 3 law 272 dated 27/7/99.

Qualora nel corso delle operazioni dovessero insorgere fatti tali che compromettono e/o riducono le condizioni di sicurezza ed igienico ambientali, il Comando Nave sarà immediatamente informato per il ripristino delle normali condizioni operative; tuttavia, solo in caso di difetto di adeguamento, ne sarà data immediata comunicazione alle Autorità, come previsto dall'art. 4 comma 3 del Dlqvo 272 del 27/7/99.



INFORMATION CONCERNING RISKS ARISING FROM TERMINAL OPERATIONS
Informazioni sui Rischi Specifici Ambientali derivanti dalle attività terminalistiche

For the benefit of all employees during operations on board and ashore, the following main risks can be expected, to take preventive and protective measures:

A beneficio di tutto il personale presente durante lo svolgimento delle operazioni portuali a bordo ed a terra, di seguito sono specificati i possibili fattori di rischio nei quali si può incorrere, a titolo informativo e non esaustivo, per assumere comportamenti preventivi e protettivi:

- **Areas and transit routes - Traffic regulations / Viabilità ;**
- **Hanging of cargo / Carichi sospesi**
- **Handling cargo using equipment (loading, truck, etc) / Movimentazione carichi con macchine operatrici**
- **Falling of objects from raised working surfaces / Caduta di oggetti dall'alto durante il lavoro in quota**
- **Noise sources / Sorgenti di Rumore;**

Therefore please take note of transit and access obligations during the ship's docking alongside the terminal and to inform all crew members:

Per cui si prega voler prendere visione delle norme di accesso e transito durante la sosta della nave presso il terminal e informare tutto il personale:

- **Observance of transit and access obligations / Rispetto degli obblighi di accesso e transito**
- **It is forbidden to pass under hanging cargo / E' vietato passare sotto carichi sospesi**
- **It is forbidden to walk under operating cranes / E' vietato camminare sotto le gru operative**
- **It is forbidden to go beyond the yellow lines defining the limits of the stacking areas**
E' vietato oltrepassare le linee gialle che definiscono i limiti delle zone di stoccaggio o aree inibite al transito
- **It is forbidden to walk between stacked containers and to approach operating vehicles**
E' vietato camminare tra contenitori stoccati ed avvicinarsi ai mezzi operativi



ACCESS CONTROL PROCEDURE

Procedura Controllo Accessi

Access to the Terminal Areas by Ship's crew

Lines/Agency/Ships should send to PFSO and /or to Deputy PFSO one copy of crew list and/or passenger list via fax and/or via @mail, before the vessel's arrival.

The crew members to exit the terminal are obliged to use terminal bus service, that will pick them up from alongside the ship and bring them to the pedestrian exit.

To get Bus service alongside, SSO (or other designated person) has to contact by phone:

our offices: +39 0187 555476 / 555452 / 555486 / 555560

the Security Staff at +39 345 0330249

specifying how many persons need transport.

Once bus service arrived alongside the ship, crew members should show their "crew pass" with Police' stamp to Security Staff that will make cross check "passes" with crew the list previously received.

To return to the ship, crewmembers need to take the bus at terminal reception and if it's closed, they should call the bus service using the intercom system placed at reception.

It is strictly forbidden to walk around the terminal, even to go back on board. Crew found in a non-authorized area will be immediately brought back on board and the event will be brought to the attention of SSO and to the competent authority.

For all Security Communication you can contact us

by radio

VHF (channel 11)

or by phone:

Giuseppe Fruttauro (PFSO) ph. +39 0187 555211 mobile +39 348 4903401

Ermanno Gianelli (Deputy PFSO) ph. +39 0187 555492 mobile +39 340 0000459

Marco Badessi (Deputy PFSO) ph. +39 0187 555502 mobile +39 344 3822329



SECTION 3

DAMAGE PROCEDURE

You are kindly requested to follow the following procedures:

→ Pre-existing damage to commercial operations notification

- ✓ In case of pre-existing damage - containers discharged with relevant damage, or with seal anomalies (broken or missing) been noted during Technical inspection by LSCT, your C/Off will be contacted by our representative in order to jointly check and sign container damage report **"Reserve for the Master;**
- ✓ In case of pre-existing damage to vessel structure which has been noted prior to handling by LSCT, your C/Off will be contacted by our representative in order to jointly check and sign **"Notice of Damage Report "**

→ Damages caused by our Organisation

to the vessel's structure or to cargo etc., you are kindly requested to follow the following procedures :

- ✓ Officer on duty damage *must be immediately notified* to Control Room Coordinator LSCT (Deckman will be at his disposal, at any time, to quickly contact our office), so as to enable LSCT to properly investigate the event;
- ✓ Planning Office can also be contacted by Vhf on channel 11
- ✓ the Ship's Command will timely provide its *damage report* to the representative of LSCT, specifying details of event, data, time, sign it. He delivers a copy to LSCT.

→ Damages of LSCT equipment

- ✓ In case of any damage of LSCT equipment (i.e. loading crane, fender, quay, etc.) caused by your vessel, your C/Off will be contacted by our representative in order to jointly check and sign our **"Damage Report"**.



SECTION 4 – Check list of delivered Documentation

Check list of documents delivered by LSCT Ship Planner and additional Info:

<input type="checkbox"/> Master Declaration	<input type="checkbox"/> Letter Plan
<input type="checkbox"/> General Reccomantion & Safety rules	<input type="checkbox"/> Working Program
	<input type="checkbox"/> Baplie
	<input type="checkbox"/> Specials (IMO/RF/OOG/RF)
	<input type="checkbox"/> Summarv/Loading

We wish to inform you that non-adherence to the above procedure will prevent us from acknowledging any claim.

The procedures, as specified, must be considered accepted and understood.

We thank you for your co-operation. Please do not hesitate to contact us for any further information that you may require.

<p>LSCT - Ship planner</p> <p>.....</p> <p>date: time:</p>	<p>Master/Chief Mate Signature & Ship's Stamp</p> <p>.....</p>
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