

Ship access to Montoir de Bretagne or Fos Tonkin LNG Terminals - Approval Procedure -

Summary

The aim of this document is to inform shippers and ship owners of the necessary steps required for LNG vessels to be accepted to deliver cargo lots at Montoir de Bretagne and Fos Tonkin LNG terminals.

These steps are summarised as follows :

- information exchange and ship / shore interface study,
- confirmation meeting at LNG terminal,
- unloading test at LNG terminal,
- ship safety inspection,
- follow-up and subsequent updating of the list of ships registered with terminal according to re-inspections, events, modifications of ship operation profile.

1. Approval procedure

Shippers scheduling LNG vessels to unload cargoes at Montoir de Bretagne or Fos Tonkin LNG terminal¹ shall undergo the following steps for such vessels :

| Input data | Actions | Involved party(ies) | Output data |
|---|---|---|---|
| ship and terminal data | information exchange ship / shore interface study | terminal operator, shipper and ship owner | ship / shore interface report and mooring pattern proposal |
| ship / shore interface report and mooring pattern proposal | confirmation meeting at LNG terminal | terminal operator, shipper and ship owner (ship agent, port authority and pilots may attend the meeting) | clarification of interface issues ⇒ Ship / Shore Safety Plan vessel name added to the list of ships registered with terminal |
| Ship / Shore Safety Plan Pre Acceptance Questionnaire review | unloading test | terminal operator, shipper and ship owner | Ship / Shore Safety Plan in force |
| ship schedule | ship safety inspection (see § 5) | terminal operator, shipper and ship owner | inspection report |
| ship operation profile events or modifications follow- up and other inspections | re-inspection of ship | terminal operator, shipper and ship owner | update of the list of ships registered with Terminal |

This procedure is in line with the "LNG ship approval procedure" established by the Gas Liquefied Europe association of LNG terminal operators (GLE).

2. Information exchange

This information exchange is mandatory to assess possibility to accommodate ship to berth and to enhance safety of operations while alongside and manoeuvring in port.

2.1 Documents made available by the terminal operator to the shipper

- Terminal information to LNG carriers,
- Shore safety plan (including terminal emergency procedure and unloading procedure),
- Communication procedure between vessel and the terminal operator prior to ship's arrival.

Shipper shall make sure these documents are made available to the ship master before the call.

¹ the approval procedure is made separately for each LNG terminal.

2.2 Documents to be submitted by the shipper / ship owner to the terminal operator

Shipper / ship owner shall make sure that these documents are circulated well in advance in the process.

2.2.1 In case of a vessel unloading for the first time at the terminal :

- Vessel operational procedures :
Unloading procedure,
Mooring procedure.
- Vessel safety procedures :
Reflex sheets or equivalent for emergency situations alongside and in port,
Muster list for emergency situations,
Minimum manning in port to cope with emergency situations,
List of critical equipments.
- Ship questionnaire duly filled according to OCIMF (VPQ²),
- Gas form of the charter party,
- Confirmation list from SIGTTO,
- Squat curves, pilot card and manoeuvring characteristics,
- Main cargo pumps characteristics and curves with delivery pressure at manifold,
- General arrangement drawing and ship / shore interface plan (according to SIGTTO paper n°5 "Communication necessary for matching ship to berth"). If ship / shore interface plan is not available, manifold drawing and fore and aft station drawing (mooring equipments) are required, as well as fire plan and cargo piping system,
- Custody transfer monitoring system description and certification, gas flow meter description and certification if gas burned during discharging if available,
- Cargo tanks tables and cargo lines volumes,
- Ship's insurance documents (P&I Club membership),
- The "Pre Acceptance Questionnaire for scheduling non regular vessels" dully filled, documented, and certified by ship owner³,
- International ship security certificate.

2.2.2 In case the vessel did not come since twelve months to the terminal :

- The "Pre Acceptance Questionnaire for scheduling non regular vessels" dully filled, documented, and certified by ship owner³.

² VPQ : Vessel Particulars Questionnaire

³ this document certified by ship owner, including its appendices, shall be reviewed before scheduling

3. Ship / shore interface study and confirmation meeting

The shipper, ship owner or shipyard carries out a ship / shore interface study based on previously exchanged information and submit it to the terminal operator.

After the study phase, a ship / shore confirmation meeting shall be held at the terminal with ship owner and shipper to clarify interface issues. Ship agent, port authority and pilots may participate as well to this confirmation meeting.

This meeting aims to reconfirm all the parameters of the call and to establish the Ship / Shore Safety Plan which gathers :

- technical data, including a mooring pattern agreed with port authorities and
- operational, safety and communication procedures.

All conclusions are indicated in minutes of meeting signed by each party.

After completion of a satisfactory ship / shore interface study and confirmation meeting, the terminal operator adds the vessel's name to the list of ships registered with terminal.

Shipper can deliver cargo lots to the terminal using vessels on that list for fast clearance, unless an event or modification occurs.

4. Unloading test

The Ship / Shore Safety Plan and a satisfactory review of the "Pre Acceptance Questionnaire for scheduling non regular vessels" are required for scheduling an unloading test.

An updated version of the Ship / Shore Safety Plan duly signed by both parties is necessary to be able to fill in the IMO checklist.

Unloading test is carried out at shipper's risks for all interface issues.

5. Ship safety inspection

As part of the approval procedure, the terminal operator will inspect the vessel during a call at Terminal. This inspection will be made according to OCIMF / SIRE questionnaire and subsequent report may be uploaded in the SIRE database.

The ship owner must address the deficiencies and observations with appropriate comments and corrective actions.

6. Re-inspections

A new inspection may be planned at anytime needed to reconfirm the status of the vessel.