

Appendix 3

SHIP-RELATED PROCEDURES

1 VESSEL REGISTRATION

The Vessel registration procedure is posted on the Operator's website ("Ship Approval Procedure"). This procedure is established in line with the ship approval procedure from GLE (Gas liquefied Europe).

The registration of a new Vessel is a Specific Service.

A Shipper can request such service at any time. Upon receipt of the enquiry, the Operator will give notice if the Vessel registration could be achieved within the given time.

The Shipper makes sure that the Ship Owner promptly cooperates to this registration process and the Operator ensures that the Terminal information are passed to the Ship Owner.

Names of registered Vessels with the Terminal are published on the Operator's website.

The ship status with regard to Terminal registration can be revised at anytime by the Operator and in particular if the Vessel changes name, flag, technical manager or owner.

The completion of the Vessel registration process with the Terminal is achieved when the Ship Shore Safety Plan (SSSP, see article 3) is completed.

2 VESSEL SCHEDULING WITH TERMINAL

The Shipper selects a registered Vessel in its Monthly Schedule Request.

Duly filled Pre Acceptance Questionnaire must be included in the Vessel's nomination if she did not come to the Terminal for more than one year.

In the notice given of the Monthly Schedule by the Operator, conditions if any will be notified for accommodating the Vessel alongside. Such conditions could be for instance: guarantees asked to the Ship Owner, a preventive safety inspection of the Vessel, operational and/or technical requirements in order to ensure safety and smooth operations during the Call.

The Operator will handle on a case-by-case basis Schedule Requests by the Shipper such as (i) nominating a non registered Vessel in its Monthly Schedule Request, or (ii) substituting Vessel in an intra-monthly re-scheduling request (as defined in the General Terms and Conditions), or (iii) subscribing a Spot Service delivery.

3 SHIP SHORE SAFETY PLAN AND SHIP SHORE MEETING

The Terminal and the Ship Owner shall meet at Terminal location for a ship shore meeting prior to the first unloading in order to establish the Ship Shore Safety Plan (SSSP).

The SSSP gathers all technical, operational, safety, security information pertaining to the ship and the Terminal and applicable when the Vessel is within the port area or alongside. It shall include at least:

- the procedures and permanent orders documenting the regulatory Ship/Shore Check List (as defined in the General Terms and Conditions definitions), by addressing the following items:
 1. Access on board
 2. Mooring
 3. Ship shore communication
 4. Availability of firefighting equipment
 5. Cargo¹, Bunkering and ballasting procedures and emergency shutdown procedure
 6. System for balancing ship and shore tanks, pressure/vacuum safety system operation and return gas parameters
 7. Precaution against electrical currents and relative to naked lights
 8. Emergency ways
 9. Operating Limits
 10. Security
 11. Requirements for additional operations
 12. Remote valves operations
 13. Operation of cargo transfer related equipments
 14. Transfer parameters
- the accident and incident scenarios identified by the Terminal and the ship, and for each scenario the immediate actions to be taken by each Party;
- the emergency signals used ashore or onboard in the event of an accident or incident;
- means and equipment (fire-fighting, first aid ...) being potentially made available to a Party in the event of accident or incident;
- persons responsible for information management and communication for the ship, Terminal and the Port Authority in case of accident on land or on board, and information channels used..

NOTE :

- The Captain and Terminal Operating Manager are responsible for the safe conduct of operations in their respective geographic areas, delimited by the gangway and the connecting flange of unloading arms.
- In case of lending of safety equipment or tools, responsibility for its use remains with the borrower.

¹ The cargo handling procedure is specific for each Terminal and incorporates the thermodynamic conditions of LNG in accordance with §8.3 of General Terms and Conditions.

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During the first Call of the ship, the SSSP is signed by the designated representatives of the Vessel and Terminal; a master copy is then kept on board and ashore.

The SSSP is updated or modified:

- in case of change of information;
- after regulatory updates from the Ship/Shore Checklist by the Port Authority;
- at any time for safety reasons regarding ship or Terminal;
- further to review of good practices related to operations from SIGTTO or OCIMF for instance.

Any update or change of the SSSP must be approved following the same procedure by the Operator and the Vessel before entering into force.

In case an agreement is not achieved between the parties on the SSSP, the registration status as defined in the General Terms and Conditions is not granted or is withdrawn.

A safety drill may be organized with the Vessel when calling at the Terminal.

4 INFORMATION EXCHANGED BETWEEN SHIP OR SHIPPER AND OPERATOR

4.1 GENERAL

Following information shall be exchanged by fax, e-mail or any other agreed means:

LOCATION, DATE, CIRCUMSTANCES	ITEM	CONSIGNER(S)	CONSIGNEE(S)
Prior to the first Call	SSSP Ship Shore meeting report	Operator and Ship	Ship and Operator
Prior to any Call	DOS exchange (if necessary)	Operator and Ship	Ship and Operator
At the Load Port – Beginning of Sea Passage	ETA Cargo Characteristics (Loading Certificate) Anticipated cargo characteristics on arrival at the Operator's Terminal	Ship	Operator
At the Load Port or 72 hours before arrival, for transit time lasting more than 72 hours	When required : Requests for specific services to the ship Specific Cargo operations (stripping, ...), indicating the estimated duration of each operation	Ship	Operator
24 hours before	Crew List, Visitors List	Ship	Operator
7 days, 48 hours, 24 hours & 6 hours before arrival	Position and ETA	Ship	Operator
At the Pilot Boarding Station or when anchored before the Call	Notice of Arrival	Ship	Operator
Alongside, before and after unloading	Time-Sheet filled and signed jointly by Captain and Terminal	Ship and Operator	Ship and Operator
At sea in case of change in ETA	Position, revised ETA and origin of the modification	Ship	Operator
Anytime	Any event affecting the Shipper, the ship or the Operator, their equipments or a part of or all the cargo that may affect safety of operations, ETA or ETD, commercial operations, a change in the ISPS level, ...	Operator, Shipper or Ship	Operator, Shipper or Ship

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Any message exchanged between ship or Shipper and the Operator must include:

- a reference number,
- the ship name,
- the Cargo number,
- sending time of the message,
- the message itself.

4.2 NOTICE OF ARRIVAL (« AVIS D'ARRIVÉE »)

NAVIRE / *VESSEL* :

CONTRAT / *CONTRACT* :

CARGAISON N° / *CARGO Nr* :

DATE / *DATE* (JJ/MM/AA) :

HEURE / *HOUR* (HH/MM) :

EMETTEUR / *FROM* (Navire / *Vessel*) :

DESTINATAIRE / *TO* : Elengy Terminal Méthanier de

COPIE / *COPY* : Elengy DSDC

En accord avec l'article 7 « Conditions de Réception et de Déchargement d'une Cargaison » des Conditions Générales du Contrat, nous vous informons que le Navire :

- a franchi l'entrée du chenal du Port de Déchargement matérialisée par....., et
- a réuni de la part des Autorités Portuaires du Port de Déchargement toutes les autorisations nécessaires pour pénétrer dans le port et s'amarrer au quai du Terminal, et
- a réuni de la part de son Armateur, de l'affréteur et de l'Expéditeur toutes les autorisations nécessaires pour effectuer le Déchargement de la Cargaison, et
- est prêt à accoster au Terminal

Restrictions connues empêchant le Navire de décharger sa Cargaison à l'intérieur de la Durée Totale de Déchargement Garantie (à compléter le cas échéant par le Capitaine) :

In accordance with article 7 "Conditions for the Reception and Unloading of a Cargo" of the Contract's General Conditions, we hereby inform you that the Vessel:

- reached the entry of the Unloading Port materialized by line, and
- gathered from Port Authorities all necessary authorisations to enter the port and come at Terminal's berth, and
- gathered from its Owner, Charterer and Shipper all necessary authorisations to proceed to the Cargo's Unloading, and
- is ready to proceed to berth.

Known restrictions preventing the ship to complete the Unloading of the Cargo within the Total Guaranteed Unloading Time (to be filled by the Master if applicable):

Nous vous informons également que les principales caractéristiques thermodynamiques de la cargaison dans chaque cuve sont les suivantes :

We hereby also inform you that the main thermodynamic characteristics of the cargo of each Tank are the followings:

N° de cuve / <i>Tank nr</i>	Température moyenne de GNL / LNG average <i>temperature</i> (°C)	Température de la phase gaz / gaseous phase <i>temperature</i> (°C)	Pression de la phase gaz / gaseous phase <i>pressure</i> (mbar absolu)
1			
2			
3			
4			
5			
6			

Pour le Navire / *For the Vessel* :

Pour le Terminal / *For the Terminal* :

4.3 TIME SHEET (« FEUILLE D'OPERATIONS »)

NAVIRE / <i>VESSEL</i> :		CONTRAT N° / <i>CONTRACT Nr</i> :	
PROVENANCE / <i>COMING FROM</i> :		DATE / <i>DATE</i> :	
ORDRE DU JOUR DE LA REUNION AVANT DECHARGEMENT /PRE UNLOADING MEETING AGENDA			
DESCRIPTION DE L'OPERATION / <i>OPERATION'S DESCRIPTION</i>		REMARQUES / <i>REMARKS</i>	HEURE / <i>TIME</i> (HH:MM)
A	Avis d'Arrivée envoyé / <i>Notice of arrival sent</i>		
B	Bord à quai / <i>Side alongside</i>		
C	1 ^{ère} amarre à terre / <i>First line ashore</i>		
D	Fin d'amarrage / <i>All fast</i> Accès à bord établi / <i>Ship/Shore access fitted</i>		
E	Réunion avant Déchargement (début et fin) / <i>Pre Unloading meeting (starting and finishing)</i>		
F	Bras de Déchargement connectés et bras utilisés / <i>Unloading arm connected and arms used</i>		
G	Paramètres du transfert / <i>Transfer parameters</i>	Test d'étanchéité et purge avec N ₂ (oui/non) / <i>Tightness test and purging with N₂ (yes/no)</i> : Test d'étanchéité et purge avec Gaz Naturel (oui/non) / <i>Tightness test and purging with Natural Gas (yes/no)</i> : Quantité à décharger (m ³ de GNL) / <i>Quantity to Unload (m³ of LNG)</i> : Pression des cuves / <i>Tanks' pressure (Bar)</i> : Débit de mise en froid des bras (m ³ GNL/h) / <i>Arms cooling down rate (m³LNG/h)</i> : Réservoirs de destination / <i>Receiving tanks</i> : RV1 <input type="checkbox"/> RV2 <input type="checkbox"/> RV3 <input type="checkbox"/> Débit nominal des pompes (m ³ GNL/h) / <i>Pumps' nominal rate (m³LNG/h)</i> : Débit maximal du Terminal (m ³ GNL/h) / <i>Terminal maximum receiving rate (m³LNG/h)</i> : Pression et température du gaz retour / <i>Return gas pressure and temperature (mBar and deg°C)</i> : Arrêt du gaz aux machines (oui/non) / <i>Gas to boilers stopped (yes/no)</i> :	
H	Reconnaissance initiale de Cargaison (début et fin) / <i>Cargo initial gauging (starting and finishing)</i>		
I	Mise en froid des collecteurs du Navire (début et fin) / <i>Cooling down of deck piping (starting and finishing)</i>		
J	Début de la mise en froid des bras et du Déchargement / <i>Starting of arms cooling down and Unloading</i>		

Visa réunion avant déchargement / *Pre Unloading meeting validation*

Pour le Navire / *For the Vessel* :

Pour le Terminal / *For the Terminal* :

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REUNION DE CLOTURE / CLOSING MEETING			
K	Pompes disponibles en service / <i>Available pumps running</i>		
L	Fin du Déchargement / <i>End of Unloading</i>		
M	Vidange, purge et réchauffage des bras (début et fin) / <i>Purging, purge and warming up of arms (starting and finishing)</i>		
N	Reconnaissance finale de Cargaison (début et fin) / <i>Cargo's final gauging (starting and finishing)</i>		
O	Fin de déconnexion des bras liquide / <i>Liquid arm disconnected</i>		
P	Fin de déconnexion du bras gaz / <i>Vapour arm disconnected</i>		
Q	Appareillage programmé / <i>Sailing scheduled</i>		
R	Retard imputable au Navire (début et fin) / <i>Delay due to the ship (starting and finishing)</i>		
S	Retard imputable au Terminal (début et fin) / <i>Delay due to the Terminal (starting and finishing)</i>		
T	Avitaillement (début et fin) / <i>ship stores (starting and finishing)</i>		
U	Soutage (début et fin) / <i>Bunkering (starting and finishing)</i>		
V	Autres Services (début et fin) / <i>Other services (starting and finishing)</i> - - -		
W	Observations / <i>Remarks</i>		

Pour le Navire / *For the Vessel* :

Pour le Terminal / *For the Terminal* :