



PPA STS GUIDELINES

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Review History

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1. Preamble

The following guidelines to the Ship-to-Ship transfer operations shall be read in conjunction with the Port Regulations issued by the Petroleum Ports Authority of ADNOC, as amended and the last edition of OCIMF-Ship to Ship Transfer Guide for Petroleum, Chemicals and Liquefied Gases (OCIMF-STG).

2. General

- No STS shall be conducted within the Petroleum Ports Limits by any party without being previously authorized by the Petroleum Ports Authority.
- STS shall be authorized by the Petroleum Ports Authority only in the interest of ADNOC group companies. That Group Company shall be the apparent STS Organizer to ADNOC PPA
- Applications for STS permits must include an Operational Risk Assessment and a Detailed Site Specific Contingency Plan. This must cover the potential incidents identified by (OCIMF-STG), and any additional risks that might be identified by the Operational Risk Assessment.
- A Comprehensive Operations Plan Template must be developed by the STS Organizer and submitted to the PPA for approval. This must cover the guidelines published in A 1.5 (OCIMF-STG) & additionally include the Standard Method of Pilotage and resources required to assist the Pilotage.
- The Operations Plan must be reviewed before each operation by the Person in overall advisory control (POAC). Where deviations from the template are recommended to suit a particular operation, these changes must be submitted to the Harbour Master for his consent at least 48 hours prior to the operation.
- From the Operations Plan a comprehensive responsibility, accountability, consultancy and information matrix (RACI) will be developed and agreed between the action parties.
- Details of the nominated vessel(s) shall be advised a minimum of 48 hours in advance to ADNOC-Vetting for necessary screening.
- The concerned OPCI shall verify compatibility of the nominated vessel(s) equipment and fittings with the planned STS.
- All STS vessels shall carry on board Ship-to-Ship Operations Plan approved by the flag administration.
- Both vessels shall carry the latest edition of the ICS/OCIMF publication "Ship to Ship Transfer Guide for Petroleum, Chemicals and Liquefied Gases".
- Berthing operations shall only be conducted in daylight hours, favourable weather and good visibility. Un-berthing may be conducted on 24 hours basis and in favourable weather.
- All named Officers in charge of the operations, or acting on behalf of the STS Organizer must be approved by the Harbour Master acting on behalf of the PPA.
- The operation shall be supervised/controlled by a "PPA approved" STS superintendent, who will undertake the customary duties as stated in (OCIMF-STG).
- All berthing & un-berthing operations shall be conducted by an experienced Pilot or STS Mooring Master, approved and authorized by PPA.

- A Loading Master must be appointed to supervise and ensure a safe cargo transfer operation throughout.
- A Tug boat or an Emergency Response Vessel, with a capability to deal with a worst case scenario, must be on stand-by on or near location for the duration of the Ship-to-Ship Transfer Operation.
- ADNOC'S Oil Spill Response Centre (OSRC) shall be informed by Port Control of the intended operation's date and location prior to commencement.
- The STS Organizer shall develop an Oil Spill Response Plan for Tier 1 and agree an Oil Spill Response Plan for Tier 2 with all involved parties.
- Prior to commencement of berthing for the STS operation, the vessels concerned shall confirm with VTMISS that the planned STS location is clear from any obstructions or vessels anchored/operating within a one mile radius. Both vessels and the STS Superintendent shall ensure that appropriate STS checklists have been duly completed and verified prior approaching, berthing and during the transfer operation. Reference may be made to checklists for In-Port STS Cargo Transfer of the ICS/OCIMF Ship-to-Ship Transfer Guide.
- Both vessels shall ensure that their engines are ready for use at all times on a short notice.
- Any actual or suspected failure or deficiency affecting the operation shall be immediately reported without delay to the Harbour Master.
- Good and uninterrupted communication, between the two vessels and the Port Control English language, shall be maintained throughout the operation.
- PPA to be notified of any expected STS operations within the PPA port limits not less than 48 hours in advance of the scheduled STS Operations.
- The STS Organizer Shall Implement a Check List System as part of the Operations Plan that includes all the lists and items detailed in (OCIMF-STS). Such lists must also include any additional items as identified within the Operation Plan Template or deviations as highlighted in points 4 and 5 above.

3. The Ship-to-Ship Transfer Operation

3.1 STS Location

Petroleum Ports Authority is the sole party authorized to define and assign location(s) for conducting Ship-to-Ship Transfer Operations within the Petroleum Ports Water Limits. Assigning of location shall be subject to appropriate case study and/or risk assessment. STS location shall as far as practically possible be :

- In safe and sheltered waters as far as practically possible.
- Clear from traffic movements.
- Clear from anchorage areas.
- In a water depth adequate for the size of involved vessels.
- Of adequate holding ground for anchoring vessels.
- In a position that does not present threat to other vessels or installations.

3.2 Equipment

The concerned OPCO shall ensure that proper and adequate STS Equipment is available at the STS location.

3.3 Weather Criteria

The Harbour Master shall verify that weather predictions are favourable for the duration of the Ship-to-Ship Transfer Operation.

STS Operation shall not commence in sustained wind speeds above 20 knots or if gusts over 25 knots are experienced.

Cargo Transfer Operations shall be suspended at sustained wind speed of 25 knots.

Hoses will be disconnected and vessels shall be separated at sustained wind speeds of 30 knots.

Notwithstanding the above, effect of weather conditions on a running STS operation shall be left to the judgment of the person in overall charge on-board "i.e. STS Superintendent, Loading Master, or Pilot/Mooring Master" in consultation with the Harbour Master. If the movement of the vessels against each other warrants that the operation be stopped and/or the, the Harbour Master may be consulted who for the safety of the port may cause the operation to be suspended and vessels be separated.

3.4 Suspension of Operations

Both vessels should at all times be prepared to immediately discontinue the transfer operation and if necessary, to unmoor and depart.

The operation must be suspended when:-

- Movement of the vessels alongside reaches the maximum permissible and may lead
- to loss of control or any undue strains on the hoses.
- Under adverse weather and / or sea conditions as highlighted above
- Either vessel experiences a power failure.
- There is a failure of the main communication system between the tankers and there are no proper standby communications.
- Escape of oil through sea valves or vessel's plating is discovered.
- There is an unexplained pressure drop in the cargo system.
- Danger of fire is discovered.
- Any oil leakage is discovered from hoses, couplings or any deck piping.
- Any oil overflows on decks
- Faults or damage that could lead to the escape of oil are discovered.
- Failure of either ships' equipment, particularly Inert Gas system
- Electrical Storms (Lightning) in the vicinity of the operation.
- An impending Close Quarters Situation is developing with other vessels in the vicinity.
- On Instruction from the Harbour Master, CICPA or other such authorized Officer.

3.5 Disconnecting

The person in charge shall ensure that utmost care shall be taken during disconnection of cargo hoses and that any possibility of leaks or spills is eliminated.

3.6 Un-berthing

Due to the reaction between the two vessels during un-berthing, extreme care has to be exercised in order to prevent any possible contact of the departing vessel with the anchored vessel.

N.B. The above are only intended as guidelines to the STS operation. They do not absolve the concerned parties from exercising their duties and responsibilities as might be required by local or international legislation.

Any deviations from the above will be advised to the PPA.

4. Appendix-I : Duties and Responsibilities of STS Superintendent

Ship-to-Ship Transfer Operations, in addition to the responsibilities and duties of the two ships' Masters, shall require three principal functions:

- a) Pilot/Mooring Master: who will conduct the berthing and un-berthing operations, assisted by Tugs and possibly line boats.
- b) Loading Master; who will supervise and ensure safe cargo transfer operation, including flexible hose connection and disconnection.
- c) STS Superintendent; who will be Person in overall advisory control (POAC) of the STS operation, including provision of professional advice, guidance and co-ordination between both vessels' Masters.
 - i. The duties of the STS Superintendent, Pilot/Mooring Master and/or Loading Master may all or partly be assigned to one person, if appropriate and approved by PPA, but not to either of the ships' Masters. This position may be titled as "STS Superintendent".
 - ii. It is not intended that the role of STS Superintendent, will in any way relieve the ships' Masters from any of their duties or responsibilities.
 - iii. The following are the Qualifications, Duties and Responsibilities of the STS Superintendent as required by the Petroleum Ports Authority for STS operations conducted within the Petroleum Ports limits.
 - iv. Should hold at least an STCW management level deck officer license and appropriate dangerous cargo endorsements for the type of ships engaged in the STS operation.
 - v. Previous sea going experience, in a senior rank, on the same type of vessels.
 - vi. Previous experience in conducting and supervising STS operations, including mooring/unmooring operations, cargo loading and unloading, knowledge of STS operations plans, and knowledge of oil spill clean-up techniques.
 - vii. If assigned the duty of the Pilot/Mooring Master, will be responsible for conducting the mooring and unmooring operations of the ships, assisted by tugs and line boats as required by the STS Procedures.
 - o Supervises vessel's approach, manoeuvring alongside and its mooring, ensuring correct alignment of Manifolds.
 - o Verifies joint agreement of the mooring and unmooring plans.
 - o Verifies and oversees the correct placement of primary and secondary fenders.
 - viii. When assigned the duty of the Loading Master, will:
 - Supervise the safe handling, connection and disconnection of the cargo flexible hoses.
 - Confirms that cargo transfer rates are being monitored together with associated vapour management procedures.
 - Verifies that cargo transfer lines are properly drained and, where required, purged.

- Confirms safe disconnection of flexible hoses.
- ix. Verifies that the operation is conducted in compliance with the STS operating guidelines as issued by PPA.
- x. Verifies that all relevant checklists have been completed as appropriate prior to approaching, prior to commencing transfer, during cargo transfer and prior to un-berthing.
- xi. Responsible for Continuous monitoring of weather conditions throughout the operation(s) and its possible impact on the safety of the STS Operation.
- xii. Responsible for continuous monitoring and tending of:
 - Safe moorings and integrity of the mooring arrangement.
 - Correct fenders positions and integrity of the fender pendants and connections.
 - Correct and safe layout of the cargo hoses.
- xiii. Ensures that contingency plans are activated in the event of an emergency.
- xiv. Liaise and communicate with the Harbour Master regarding continuous safe operation and potential for suspending or terminating the STS operation.

5. Appendix-II : Structure of Port Charges

Standard Port charges shall be applied in accordance with the scale of charges set in the Articles of the Port Regulations "PART 3: Ports Charges & Dues".

- i. The supplier vessel(s) shall be charged the standard port charges (at AED 1.4 / GRT) for each and every berthing / loading and un-berthing from the SPM.
- ii. The receiving vessel, unless otherwise agreed, shall not be disadvantaged by conducting cargo loading via one or more STS operation, and shall therefore be charged the standard port charges only once as per the port regulations (i.e. at AED 1.4 / GRT) against her berthing / loading at the SPM and/or via multiple STS.
- iii. STS operations(s) additional to the initial "part loading" as in (2) above, shall be charged as a Shifting Charge (at AED 8500/movement) in accordance with the "Port Regulations", rates and shall be borne by the concerned OPCO.