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### AMENDMENT RECORD

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<td>Complete PMG</td>
<td>First Edition</td>
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INTRODUCTION

WFS manage physical operations at Falmouth (includes Marine and FPL Terminal), Dover (managed from Falmouth and London), and Liverpool (Henty Oil Ltd, Marine and Terminal, including Holyhead, Larne, and Fishguard).

The aim of these Guidelines is to provide Marine Personnel, afloat and ashore, with information on how WFS require their Product/s to be handled and protected. The Product Movement may be an Inward delivery to a Terminal, a Bunker Nomination for a stated Customer Vessel or a Transfer of Product from one stated location to another. WFS Marine Dept require such movements to be made safely, punctually, and efficiently, with the intention of Minimizing the Risk of any resultant problem or claim to as close to Zero as possible.

It is emphasized that these Guidelines are just that..... information / guidelines.

The following Publications should never by contravened, and always take priority over these Guidelines:

National / International Mandatory Requirements,
Local / Competent Harbour Authority / Port Regulations,
Vessel Charter Party and Special Provisions,
Shipowners Operations Manuals and Requirements (including SOPEP & SOLAS),
Relevant Contracts / Agreements with Shipowning Companies,
Agreements with Surveying / Testing Companies,
Company HSSE Policy and Guidelines,
Company ISO Accredited Manuals (Quality / Environmental)

Further information can be obtained online from the WFS website, which includes Marine Operations, HSSE, and FPL sections.

Copies of most Documents noted in the PMG’s can be found in the Appendices.
With reference to the Company Health, Safety, Security, Environment: Policy & Guidelines File, guidance (online and hard copy) should also be obtained from:

Tier 1
HSSE-T1-002: Marine Operations HSSE Management Policy, which includes the WFS Marine Operations Policy.

Tier 2
AS-T2-003: Vessel Vetting and Vessel Standards – Guideline Document
AS-T3-008: Standard for Marine Hoses and Marine Hose Management

Tier 3
AS-T3-004: Marine Hose. Manufacturer and Supplier Approval Procedure

Forms
AS-T2-F005: Vessel Clearance Dispensation Form
AS-T3-F003: Vessel Internal Audit Form
AS-T3-F004: Barge Internal Vetting. Non Conformance Report Form
AS-T3-F007: Vessel Pre Charter Inspection
AS-T3-F008: Hose Approval. Supplier Assessment Form
Delivery of Product/s to a Terminal: After checking that designated Terminal has sufficient ullage, WFS purchase product, either under contract or on a Spot Market basis, for loading at a Port mutually agreed by Buyer and Seller. On checking available options for a cargo carrying vessel, WFS contact relevant Terminal with ship particulars (usually via a q88 form), and, when vessel confirmed as suitable, issue a Cargo Purchase Recap, followed by a detailed Cargo Nomination. Progress of Inward Delivery Vessel is monitored, pre arrival Forms exchanged (including maximum draft information), and the specified Cargo duly discharged at the Terminal who are provided with Bill/s of Lading plus other requisite / Customs Documents. A record of all Delivery Vessels, and their cargoes, is maintained and such historical information is used to expedite repeat visit/s. In the unlikely event of Lightening Operations being required, to reduce vessel’s drafts to a permissible level for berthing, then both the Delivery Vessel and the lightening barge/s are required to comply with the STS Regulations current at the time, ISGOTT Guidelines, and all other Industry requirements in force at the time.

Transfer of Product/s: In addition to a Terminal’s internal transfer of product from one tank to another, there are occasions when a Barge is used to transport product/s from one Terminal to another. Seagoing Barges may also be used to transport products to Terminal/s in other locations. For every movement, detailed date, time, grade and quantity information must be provided to the Barge, and the transfer fitted in to the Operations Programme for that Barge.

Bunker Nomination: Once a Bunker Enquiry has been checked by Operations Dept (for vessel and product availability), and authorized for a stated Barge, relevant Sales Team confirm the booking with a Bunker Nomination.
Close liaison is kept between WFS Programmer and Customer Vessel, including exchange of all Pre Arrival Documents relevant to the delivery location. Updates are forwarded to Barge Master, who follows the Programme for the loading, carriage, and delivery of stated product grade/s and quantity/s in order to safely and expeditiously fulfil the Bunker Nomination.

**General**:  
Ready for the eventuality of Barge being required to carry a full cargo of a particular grade or grades, Barge Master can assist Programming by updating his maximum volumetric capacities for all Cargo Tanks. This should be accompanied by a note of Maximum Cargo Deadweight, relevant to the Season, in the event of Barge not being able to carry max volume.

For all product movements, always clarify the Quantity requirement by stating the appropriate Unit of Quantity. { Cubic Metres ( cm, m3 ), or Tonnes ( MT ) }

For a Bunker Nomination stating a requested Range of Quantity, clarify the Actual Quantity requirement prior to starting the delivery.

Prior to the purchase / chartering / usage of any Barge, the WFS Vetting Standard must be strictly complied with.
All WFS Product is to be loaded on to Barges according to that Barge Owners / Charterers / Ship Managers written Procedures, and the Product Owners Load Instruction. For barges able to load a blended Product, blend percentages of each component will be advised.

As a minimum, Vessel’s Load Procedures must include: Pre Load Checks of all lines and valves to ensure segregation of product/s and guards against product contamination, checks of empty tanks, measurement of ROB in loaded / part loaded tanks, industry standard Safety Check List (SCL), effective means of Communication with Load Terminal including pre-start testing, agreeing a maximum load rate per grade and notice period/s for completion, whether a Shore Stop or Ship Stop, closed loading capability (or justification in writing for open loading), and the need for continuous monitoring of load on the vessel.

During or after the load of each grade, it is recommended that a Load Sample of each grade is taken, especially for blended products, and retained on barge for a minimum of 3 months, forwarding to WFS on request. Consideration should be given, at an early stage if necessary, to starting cargo heating on relevant grade/s.

Close liaison with Terminal Staff is necessary for hose connection, load monitoring, blowing hose on completion, and hose disconnection.

On completion of Load, accurate measurement of each grade loaded is to be made, an Ullage Report completed and circulated to relevant parties, and, where relevant, Load Documents checked and signed including Terminal provided MSDS information.

While Pre Load SCL’s are commonly used, WFS also recommend the use of a Post Load Check List to ensure all is in order, and Water Dips taken where considered necessary.
PMG 3 : CARRIAGE OF PRODUCT/S

Barge tanks / hatches to be battened down, and all valves checked to be closed.
No transfer of product is permitted at sea.
Cargo Heating : invariably required for Fuel Oil carriage, maintaining industry standard of c. 50 deg C. Note that carriage of some MGO grades also requires heating and the “cold properties” noted on the Certificate of Quality should be closely scrutinized. (typically, maintain temperature of MGO at c. 7 deg C above it’s Cloud Point).
ULSFO / Hybrid products : Carriage information to follow.
For longer seagoing voyages : Regular water checks of cargo to be made, via Water Finding Paste and / or MMC dips, to ensure no ingress of water.
Adequate and detailed Notice of Arrival to be provided to Destination Port / Terminal. In the event of adverse weather, use of Sheltered Anchorage to be at Barge Master’s discretion, with Programmer being frequently updated.
PMG 4 : DELIVERY OF PRODUCT / S

Delivery capability, and readiness, to be notified in writing to Receiving Vessel / Terminal and regularly updated.
Pre delivery checks onboard should include: pipelines and valves lined up correctly, communications tested, Drip Sampler set up with cubitainer ready, final check for no water ingress, Vessel / Terminal readiness to receive.
Industry standard Safety Check List (as per Appendix) to be completed and signed by Barge representative and Receiver of product/s.
Also recommended is a form of Advice Note, which typically may include Quantity/s to be delivered for each grade, Receivers confirmation of ullage, Agreed pumping rate for each grade, Notice Period for Stop/s.
Discharge pumping rate is not to exceed the maximum rate specified by Receiver, unless an amendment in writing has been received.
A Material Safety Data Sheet (MSDS), for each grade of product to be delivered, is to be handed to any Receiver, on Request. (especially a Receiver that has not been pre-notified MSDS information).
Delivery of each grade is to start slowly, until safe receipt has been confirmed, and delivery hoses / connections verified, after which pumping rate can be increased to the mutually agreed safe maximum.
( a ) Sampling: All delivery samples are to be taken using an Industry & Regulatory compliant Drip Sampler, whose Manufacturers Operating Instructions are to be followed. Drip Samplers are to be located on Barge deck discharge pipeline/s, as close to the delivery manifolds / hoses as practical.
A minimum of 3 samples of each grade are required, decanted into labelled sample bottles after thorough mixing in the Cubitainer. For product delivery to Customer Vessels, each label should include, as a minimum, the industry recommended information and one of them should be noted as being the MARPOL Sample. 2 Samples, including the MARPOL Sample, should be passed to the Customer Vessel, whose representative should sign for receipt.
A minimum of 1 Sample is to be retained on the Barge (for a minimum of 3 months).

NOTE: WFS adopt the rule that it is the responsibility of the Delivery Barge to provide Customer Vessel with a MARPOL Sample (not the Customer Vessel).

( b ) Bunker Delivery Receipt (BDR): It is vitally important to ensure that ALL sections of the BDR are completed fully and legibly, then signed and stamped by representatives of the Deliverer and the Receiver.
Every BDR used is to be compliant with MARPOL Annex VI, and Appendices.
Barge personnel are recommended to use an accompanying letter to explain to Receiver what information is required from Receiver on BDR, or highlight the sections to be completed by some other effective means.
The Date of Delivery is the Date on which the delivery was completed.
Precise Quantity description, for each grade and noting the Unit, is of paramount importance for Invoicing purposes.
As soon after completion of delivery as possible, BDR copy is to be emailed to WFS (personnel as stated in each site specific section of PMG).

( c ) Protests: Should Barge Master be issued with a Note of Protest from Receiving Terminal or Customer Vessel, such Note is to be endorsed “For Receipt Only and Without Prejudice”, and a copy sent to WFS with the BDR.
Should Barge experience problem/s (such as very slow receiving rate, not receiving the stemmed quantity, unduly delaying the barge) Barge Master is to issue an appropriate Note of Protest to Receiver and forward a copy to WFS with the BDR (also updating Programmer by phone/email as and when necessary).
Daily Reports: containing as much information as practical (typically location, time, Eta at next destination, ROB of each grade, product deliveries since last Report) are required to be sent each morning to WFS personnel (as designated in site specific section).

End-of-Month Reports: are to be sent to WFS as soon as possible after end of each month, and should include............ Vessel Utilisation Report, Hose Register, breakdown of that month’s deliveries, ROBs of each product, as well as all KPI information as required by Barge Owners / Charterers / Managers.

Pilotage Exemption Certificate (PEC): It is the responsibility of every Barge Master to gain PECs for the regular Ports / Areas visited by Barge as soon as possible after joining that Barge. Leading up to qualification for PEC, every Barge Master must keep a detailed record of Pilot-Accompanied voyages, and have each record signed by the Pilot.

Tug/s: Unless such requirement is in response to an Emergency Situation, Barge Master is to contact WFS for authorization before confirming a Booking for Tug/s.

Vessel Inspection / Audit: Will be arranged mainly by WFS HSSE Dept, and with the intention of causing minimum disruption to Barge Operations. The cooperation of Barge Master, Officers and Crew is requested, and appreciated, in order to check that each Vessel meets the requisite Company Standard. A copy of the blank Inspection / Audit Report will be sent in good time to Barge Master, who will be requested to prepare as many requisite documents as possible prior to the arrival of Inspector / Auditor.
PMG 6 : FALMOUTH BASED MARINE OPERATIONS

(a) Additions to Distribution List

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(b) Tramp Oil & Marine, Falmouth, Organisation Chart (See Appendices)

Marine Operations Manager (UK):
responsible for Falmouth, Dover and Liverpool based Marine Operations,

Assistant Marine Operations Manager, Falmouth:
predominantly Pre Delivery programming for Vessels, plus local Barge Manager

Operations / CXL Co-Ordinator, Falmouth:
predominantly Post Delivery records and statistics, plus Tramp IT advisor
PMG 6: FALMOUTH BASED MARINE OPERATIONS (cont)

PMG 6 is included to cover relevant Guidelines that are site specific to Falmouth product movements, and are in addition to the Guidelines up to and including PMG 5. Copies of all site specific forms form the second part of the Appendix.

Tramp Oil & Marine (Tramp) are responsible for the Marine products of WFS coming into Falmouth Petroleum Ltd (FPL) Terminal, transferred at the Terminal, and loaded out to barges from the Terminal.

In addition to FPL provided information, Tramp keep WFS updated of stock levels in each tank, ullages, and ROBs/Ullages on barges, in order to expedite replenishment of products.

Tramp also manage the local (Owned) barge and personnel, and act as WFS representative for the Chartered barge at Falmouth.

(c) Inward cargo deliveries

WFS notify Tramp of intended Cargo Purchase, and proposed carrying vessel. Tramp check and revert on sufficient ullage for that grade, and suitability of proposed vessel for Falmouth in terms of dimensions, especially draft. Once all confirmed, WFS Documentary Instructions are issued.

Progress of vessel towards Falmouth is closely monitored, Tramp send Maximum Draft Information to Master (via Agent), together with a Questionnaire which, when completed and returned, is used to expedite berthing arrangements.

Vessel’s Agent, in liaison with Tramp and FPL, make the arrangements for the earliest berthing time, subject to tide. Tramp adapt the Operations Programme to allow for berth unavailability, typically by pre loading barge/s.

Tramp issue to FPL Terminal, Vessel Agent, and Cargo Surveyor a Discharge Plan for the delivery, using Specification information from Vessel’s loadport/WFS.
PMG 6 : FALMOUTH BASED MARINE OPERATIONS (cont)

Vessel is berthed, and discharges each grade in accordance with FPL Terminal Procedures and the Vessels/Owners Procedures. WFS are kept updated.

Agent and FPL keep in contact for the safe and expeditious sailing of the vessel as soon after completion of discharge as safely possible. { Requests from Vessel to stay on berth are usually refused, as the berth is invariably required for other operations }. Tramp close the delivery vessel file on receipt of the Laboratory Specifications for relevant receipt tank/s.

Records of all inward cargo deliveries and vessels are maintained at FPL and Tramp, with such information being used to expedite repeat visits.

(d) Product Transfers

In the event of a product transfer becoming necessary, Tramp issue a Transfer Request which includes the starting specifications for each tank and the calculated final specifications for the receipt tank.

(e) Bunker Nominations

Tramp retain a record of Enquiries, and keep Sales updated on availability of barge and product, as well as other factors that may affect prospects such as adverse weather. When a Customer Vessel is nominated for a bunker supply, Sales send a Bunker Confirmation which includes any specific details agreed between Sales and Customer. This Confirmation also generates the Bunker Calling Instructions and Questionnaire to Customer, with a request to “forward to Vessel Master”. Tramp issue a daily Falmouth Orders Board to all interested parties, and monitor the progress of the Vessel, contacting Master / Last Port Agent / Falmouth Agent / Pilots as necessary.
Master’s completed Questionnaire, and Port’s PN Form, are scrutinized and circulated prior to the bunkering of Vessel being approved. FHC stamp and return the Vessel’s PN Form subject to compliance with FHC criteria ( NO bunkering operation can take place without FHC approval ).

Customer Vessel is included on Falmouth Operations Programme, together with barge loading and delivery arrangements and any modifications to Nomination received from WFS Sales. 24 to 36 hours prior to arrival, Customer Vessel is notified of bunkering prospects by Tramp and is sent Bunkering Guidelines and a MSDS for each grade being delivered, for which acknowledgement of receipt is requested. For each nominated grade of product Tramp issue a Release Document ( RD ), which will be in the form of authorization to load relevant barge from a specified tank, or authorization to deliver product from barge ROB ( Remaining On Board ). Should a barge blend be required, Tramp calculate the blend ratio and detail this information on to the RD accordingly. A copy of the completed Questionnaire is forwarded to the relevant barge.

The allocated barge loads / delivers the nominated product/s, as per the RD/s and in compliance with Barge and Terminal Procedures.

In the event of any actual, or potential, non-compliance Tramp and WFS Sales are notified, the issue investigated, corrective actions agreed, failing which the WFS Dispute / Claims Procedure is implemented via Marine Technical Dept.

Post Delivery – scanned copies of BDRs are received at Tramp, followed by hard copies of all Barge Delivery documents at next visit of barge to loadberth. Tramp forwards BDRs to Invoicing Dept, retaining copies for 7 years. CXL / Felix / Spreadsheets are updated, and the relevant Vessel File closed out.
( f ) Loading Barge/s

In addition to WFS vetting, and prior to carrying out any Falmouth-based operations, Barge has to satisfy the Falmouth Harbour Commissioners (FHC) Acceptance Criteria.

In addition to PMG 2:
The Falmouth Terminal Safety Check List (SCL) is completed and countersigned, and procedures agreed for hose connection, testing comms, monitoring of load, and Notice Period/s for finishing. Barge Loading Officer, guided by the RDs provided, allocates cargo tanks for each product, calculates finishing measurements, and loads with the programmed sequence of Customer Vessels in mind. Reliable ship/shore communications are to be regularly verified, and adequate notice period agreed for the completion of each grade.

Loading operations are based on Barge Stop, not Terminal Stop, unless otherwise mutually agreed.

For barge blend, a minimum of 10 minutes per 100 MT of product is recommended for efficient blending (after which Sample is to be taken and tested on site prior to barge departure from loadberth). When forwarding the Ullage Report, it is imperative to include the barge measured Fuel Oil quantity Before And After the blendstock is added.
(g) Carriage of Product/s

In addition to PMG 3:
Barge Master to agree with Linesmen a time for letting go from loadberth that minimizes the risk of delay to Customer Vessel/s. Close liaison with Pilots, Pilot Boat Crew, and Vessel Masters is to be maintained and the Barge Master is authorized to arrange with Pilots for any eligible Customer Vessel to be brought in to an Inner Anchorage should he consider it to be unsafe for Falmouth Bay bunkering operations in the current / forecast sea / swell conditions. Prior consent from Tramp is to be obtained before any Tug assistance is arranged.

However, it is stressed that, while giving as much assistance to Customer Vessel Master as possible, Barge Master should note that this does not extend to specifying an anchorage position to those vessels wishing to anchor without a Pilot. (We are not Port Control).

In the event of adverse weather conditions preventing barge delivery operations, Barge Master is to find a safe anchorage from where sea/swell conditions close to Customer Vessel/s can be monitored. {except Falmouth Industry, where use of anchor is not practical}. All waiting vessels, and Tramp, are to be kept appraised. Barge Master is then to decide at which stage he considers it safe to make an attempt at going alongside Vessel. Barge Master to use his discretion, and knowledge of the location of Customer Vessel bunker manifold and the current state of sea / swell conditions, before deciding which side to go alongside and whether it should be bow-to-bow or bow-to-stern.
PMG 6 : FALMOUTH BASED MARINE OPERATIONS ( cont )

( h ) Barge deliveries

In addition to the sections on product delivery, sampling, BDRs, and protests noted in PMG 4 :

Current Bunkering Forms in use for most jobs (excluding smaller barge jobs) are
B1 - Bunkering Procedure explanatory sheet
B2 - Important : Pollution Notice
B3 - Pre Bunker Delivery Advice Note
B4 - Safety Check List ( SCL )
B5 - Measurement of Quantity, for each grade delivered
B6 - Receipt for Samples

Barge Master is free to use Owner’s Forms ( especially computer generated B5 ),
instead of the Tramp supplied Forms, as long as the same information is incorporated.

If product specification is requested prior to delivery, Barge Master to provide a copy of the completed “Product Analysis” section of the BDR ( not a copy of the Release Document ).

Witnessing of barge measurements and sampling by a Customer Vessel Representative is to be encouraged, and every assistance given by barge personnel. However, responsibility for providing safe access to barge is that of the Vessel, whose Master should be reminded that such Representative boards barge at own risk, NOT the Barge Master’s risk.

Delivery pumping rates are not to exceed the rate requested by Vessel ( via Questionnaire or Bunker Advice Note ) unless an amendment in writing has been received. Barge Master is to consult with Tramp in the event of any problem/query regarding the barge’s Operations Programme.

Unless stopped by Vessel, completion of bunker delivery is by Barge Stop.
(i) General

For barge retained samples, where storage space on barge is limited, Tramp make available, and manage, a Sample Room close to the inner end of Eastern Jetty. Barge personnel are to place samples in the allocated shelving for the relevant month (ensuring such samples are not showing any leaks beforehand).

Most Vessels will request barge to pass on their own samples to Vessel’s Agent (for onward delivery to an Independent Laboratory). Barge Master is to ensure that these important samples, together with their accompanying documents, reach the appropriate Agent.

The email addresses to be used for sending BDRs (and any relevant Letter of Protest to or from Barge) are CargoAccounts_LDN@wfscorp.com and FalmouthTrampStaff@wfscorp.com.

Hard copies of BDRs (as per distribution noted at bottom of BDR) are to be handed in to Tramp Office, and accompanied by copies of all B Forms.

For barge’s own bunker requirements, Barge Master to email Tramp with the request with adequate notice. MGO bunker supply may be ex pipe or ex local barge, and Tramp will issue an RD accordingly.

Linesmen require a minimum of 45 minutes notice for letting go/tying up. Barge Masters are reminded that the use of the Eastern Jetty is subject to the approval of FPL Terminal Management, who are to be asked on every occasion that use of the Jetty is required. This is particularly the case when use of the Eastern Jetty is required when not working cargo. Similarly, use of a Docks Jetty is subject to the approval of Falmouth Dock Master, who should be consulted for availability and arrangements.
Barge Master is to arrange for a copy of Barge Fire Plan to be handed to Falmouth Docks Main Gate Police as soon as possible after commencement of Falmouth operations.

Report all barge movements to “Falmouth Pilot Radio”, Calling Channel 16 Working Channels 9 (Bay) and 11 (Harbour).

Falmouth Dock Master can be contacted on 11 (“Spindrift”).

The barge is to remain in a contactable status at all times, with mobile phone in the care of Duty officer when the Master is not available.

In the event of Barge Master requiring to withdraw his vessel from chartered service, for whatever reason including Crew Rest Period, the details of the start and finish time for such withdrawal are to be forwarded to Tramp, in advance, and in writing.

Barge Master and Owners are reminded that Charterers are to be kept fully advised of any situation that will, or may, affect the ability of the barge to meet contractual obligations.

Barge Masters and Owners are requested to allow and assist Tramp or WFS personnel in carrying out any Audit / Inspection, and to carry out any resultant Corrective Action/s expeditiously.
APPENDICES : General

Typical q88 Form, Delivery Vessel
Bill of Lading
Shore / Ship Pre Load Safety Check List (SCL)
Draft “Post Load Check List”
Certificate of Quality
MSDS MGO, Cover Page
MSDS Fuel Oil, Cover Page
Sample Labels (Industry acceptable, and MARPOL)
Specimen Letter of Protest from Customer Vessel
Specimen Letter of Protest to Customer Vessel

APPENDICES : Falmouth

Organisation Chart
Form used for Product Quality reporting
Form used for Product Quantity reporting
Cargo Purchase Recap
Cargo Nomination
Delivery Vessel Draft information and Questionnaire
Discharge Plan
Laboratory Report on receiving tank specification
Delivery Vessel record
Product Transfer Request
Record of Enquiries
Bunker Confirmation
Bunker Calling Instructions
Completed Calling Instructions Questionnaire
Falmouth Orders Board
PN Form (stamp approved by FHC)
Falmouth Operations Programme
Bunkering Prospects and Guidelines
Release Document
Falmouth Harbour Commissioners (FHC), Barge Acceptance Criteria
FPL Terminal, Pre Load SCL
Ullage Report
Bunkering Forms, B1 to B6
Bunker Delivery Receipt (BDR)