



TERMINAL HANDBOOK

**BRUNEI FERTILIZER INDUSTRIES
(BFI) BRUNEI DARUSSALAM**



PRODUCT HANDLING SECTION

Rev: 2.7 | Date: 03 May 2025

PREFACE

This Terminal Information Handbook (“Terminal Information Handbook”) is intended to acquaint Vessel Owners, Charterers, Masters of vessel and their Agents with the terms and conditions, available facilities and applicable procedures for urea loading at the BFI’s terminal. It is not intended to replace any official publication with respect to the jurisdiction of the respective port authority, their waters and areas. Reference should be made to the appropriate hydrographic office publication, admiralty publication and official charts to obtain relevant information.

All information, services and facilities provided by the BFI should only be accepted at the vessel’s own risk.

Although every effort has been made to ensure that the information contained in the Terminal Handbook is correct, if the vessel Master considers safety is endangered by any action from BFI Terminal Representatives or by any equipment under BFI’s control the Master shall demand an immediate cessation of operations until the situation is rectified.

The above is in accordance with the international maritime conventions of vessel Master’s overriding authority over the safety of ship, personnel & environment:

1. SOLAS (International Convention for the Safety of Life at Sea) – Regulation 34-1 explicitly entails the Master’s authority.
2. ISM Code (International Safety Management Code) – requires maritime shipping companies to acknowledge the Master’s overriding authority.

The Terminal Handbook will be updated when necessary. Latest information can be obtained from the BFI office at the following:

Address:

Product Handling Section, Brunei Fertilizer Industries Sdn Bhd

Level 2, SPARK Centre, Sungai Liang Industrial Park, Simpang 787, Kampung Sungai Liang

Belait KC1135, Brunei Darussalam

Phone no : +67332300 40/41

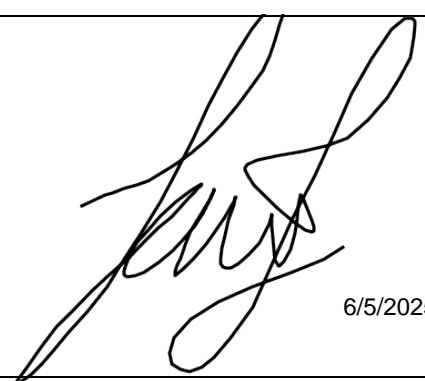
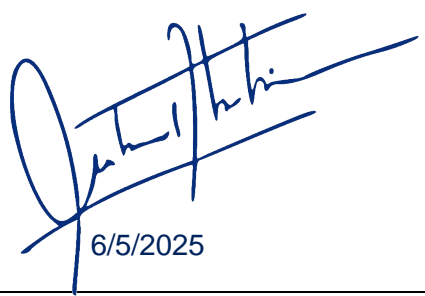
Attn : (Section Head/Port Manager)

This handbook is the property of Brunei Fertilizer Industries (BFI). All rights reserved. Neither the whole nor any part of this handbook may be disclosed to others or reproduced, stored in retrieval system or transmitted in any form by any means (electronic, mechanical, reprographic recording or otherwise) without prior written consent of BFI. BFI disclaims any responsibility or liability towards any third parties for any use or misuse of this document or the accuracy and suitability of any information contained herein.

DOCUMENT CONTROL & HISTORY

This document has a maximum validity of 5 years from the last revision date. Therefore, it must be assessed for relevance within this period and re-validated every year.

Date	Revision No.	Summary of Amendments	Initiator
03-May-25	2.7	<p>New inserts:</p> <ul style="list-style-type: none"> - Document Control & History table - Section 3 Emergency Preparedness - Section 4 General Safety & Security, Terminal Security - Section 5 Operational Safety Requirements, Tween Deck & 3-hatch configurations - Section 6 Communications, Communications during Transfer - Section 11 Cargo Completion, Displacement Surveys <p>Content Updates:</p> <ul style="list-style-type: none"> - Preface - Section 5 Operational Safety Requirements, Mooring Practice, Adverse Weather Precaution, Weather Criteria - Section 10 Loading Operation 	Zainulariffin Kamis – Port Manager

Reviewed By	Approved By
 6/5/2025	 6/5/2025
Zainulariffin Kamis Port Manager (Product Handling) Brunei Fertilizer Industries Sdn Bhd	Pg Hj Muhammad Ibrahim Pg DP Haji Abu Bakar Head of Operations Brunei Fertilizer Industries Sdn Bhd

CONTENTS

SECTION 1 – INTRODUCTION	4
SECTION 2 - DESCRIPTION AND LOCATION OF THE TERMINAL	5
SECTION 3 – EMERGENCY PREPAREDNESS.....	6
SECTION 4 – GENERAL SAFETY & SECURITY.....	8
SECTION 5 - OPERATIONAL SAFETY REQUIREMENTS.....	10
SECTION 6 - COMMUNICATIONS	13
SECTION 7 - ARRIVAL PROCEDURES.....	14
SECTION 8 - BERTHING OPERATIONS.....	17
SECTION 9 - BALLAST OPERATIONS	18
SECTION 10 - LOADING OPERATION	19
SECTION 11 - CARGO COMPLETION	21
APPENDIX I - SHIP/SHORE SAFETY CHECK LIST.....	23

SECTION 1 – INTRODUCTION

Purpose

The purpose of this Terminal Information Handbook is to provide an outline for the Vessel Owners and Masters of vessels calling at the Terminal and the general nature of terms and conditions, facilities, services and regulations applicable at the Terminal. It does not replace other more detailed regulations and requirements for which callers at the Terminal shall always remain fully responsible. Moreover, although reasonable care has been taken in its preparation, BFI neither warrants the accuracy of information herein, nor assumes responsibility for the consequences of any party using it regardless of the purpose. Regarding any matter in question, it is the responsibility of callers at the Terminal to request and obtain the necessary clarification(s). Information furnished in this Terminal Information Handbook may be revised by BFI from time to time. Further, it is the responsibility of users to ensure that they are using the most current version of this Terminal Information Handbook.

Scope

The Handbook covers the information for vessels calling at BFI Terminal.

Pilotage Service

Darussalam Pilotage Services Sdn Bhd,

Muara Conventional Terminal,

Jalan Perlabuhan Muara,

Brunei Darussalam, BT 1728

Telephone: +673 2774356

SECTION 2 - DESCRIPTION AND LOCATION OF THE TERMINAL

LOCATION

BRUNEI FERTILIZER INDUSTRIES (BFI) TERMINAL

The BFI Terminal is situated at Sungai Liang with geographic position as below:

4° 42.4' N 114° 29.0' E

Brief Description of BFI Terminal:

- BFI Terminal consist of 2 berths (West & East for Urea Loading)
- BFI is an open sea berth without any breakwaters and is exposed to weather elements from all sides.

Description	Jetty West and East
Position	4° 42.4' N 114° 29.0' E
Max Allowable Draft (East Terminal)	6.8 m
Max Allowable Draft (West Terminal)	7.0 m
Max Waterline to Top of Hatch Coaming	7.90 m*
Max Vessel Summer DWT	9,000 MT**
Min Vessel DWT	1,000 MT
Max Vessel LOA	110 m

*0.50 m clearance between hatch coaming and terminal shiploader during high water.

**Following terminal review, max vessel DWT may be accepted on a case-by-case basis.

SECTION 3 – EMERGENCY PREPAREDNESS

Emergency Alarms

At the jetty, in the event of any of the following occurs:

- Fire
- Explosion
- Environmental including fuel spillage into sea

DO NOT HESITATE TO RAISE THE ALARM.

At the jetty, the primary method of communication between vessel and shore during cargo operation is by portable radio supplied by terminal and the secondary communication is by VHF Ch12.

The BFI's Jetty Control Room shall remain attended at all times throughout the operation.

Emergency Actions

In case of any emergency (Oil Spill, Fire/Explosion, Personnel Injury, Severe Weather conditions and Security threats), loading operations are to be ceased immediately and equipment secured as appropriate.

The Emergency Response is to be applied by the vessel Master as per the vessel's Emergency Response Plan procedure and the BFI Terminal as per the terminal's Emergency Response Plan.

In all case – Ensure that Personnel Safety is the FIRST priority.

The following table summarises actions to be taken in the event of an emergency at the terminal during operations:

Note that the below only serves as guidelines and is not intended to replace existing emergency response plan of the vessel. It is imperative to note that in an emergency, none of these guidelines should prevent the vessel Master or responsible vessel officer from taking measures that he/she deems necessary for the safety of the vessel and crew.

The vessel Master, upon his discretion and assessment of the situation, is expected to respond to any emergencies as per their procedures.

Action by Vessel	Action by Jetty
Emergency onboard vessel:	Emergency onboard vessel:
<ul style="list-style-type: none"> • Raise the alarm 	<ul style="list-style-type: none"> • Raise the alarm
<ul style="list-style-type: none"> • Cease all cargo/deballast operations. If loading, close hatches after the terminal advises it is safe to do so. 	<ul style="list-style-type: none"> • Contact vessel via handheld radio or VHF Ch12
<ul style="list-style-type: none"> • Inform terminal representative, shipping agent / charterer 	<ul style="list-style-type: none"> • Cease all loading operations and retrieve shiploaders safely to jetty
<ul style="list-style-type: none"> • In case of fire, fight the fire and prevent it from spreading 	<ul style="list-style-type: none"> • Prepare mooring crew for emergency unberthing

<ul style="list-style-type: none"> Bring engines to standby 	<ul style="list-style-type: none"> Implement the jetty emergency response plan
<ul style="list-style-type: none"> Stand by to disconnect mooring lines 	
Emergency at the Terminal / Plant	Emergency at the Terminal / Plant
<i>Stand by, and when instructed:</i>	<i>Raise the alarm</i>
<ul style="list-style-type: none"> Cease all cargo/deballast operations. If loading, close hatches after the terminal advises it is safe to do so. 	<ul style="list-style-type: none"> Contact vessel via handheld radio or VHF Ch12
<ul style="list-style-type: none"> Bring engines and vessel crew to stand by, ready for emergency unberthing 	<ul style="list-style-type: none"> Cease all loading operations and retrieve shiploaders safely to jetty
	<ul style="list-style-type: none"> Prepare mooring crew for emergency unberthing
	<ul style="list-style-type: none"> Implement the jetty emergency response plan

Emergency Shutdown

An emergency shutdown procedure, and alarm, should be agreed upon between the vessel and the terminal and recorded on an appropriate form. The agreement should designate those circumstances in which operations must be stopped immediately. Due regard should be given to the possible dangers of an obstruction with securing hatches as such a timely notification to the terminal representative is very crucial via handheld radio supplied by terminal or VHF Ch12.

Fire Precautions

The vessel's firefighting appliances, including main and emergency fire pumps, shall be kept ready for immediate use and pressure shall be maintained at all time on the fire main while the vessel is berthed at the Terminal.

A tugboat shall be available on standby for firefighting and rescue operations as per BFI Safety Case.

Contingency Plans

The vessel Master and the Terminal Representative shall discuss and agree on the action to be taken if the following circumstances occur:

- Fire on board the Bulk Carrier.
- Fire on board the Terminal; Oil or chemical spillage from the Bulk Carrier.
- Oil spillage or chemical from the Terminal.
- Adverse weather or electrical storms.
- Failure or serious damage to the mooring lines.

Emergency Escape

The means of emergency escape shall be discussed and agreed by the vessel Master and the Terminal Representative as per BFI Marine ERP and BFI Safety Case.

Suspension of Loading and Unberthing in Emergencies

In any of the following conditions, the vessel Master in consultation with the Terminal Representative shall ensure that loading and/or de-ballasting operations are stopped and, if the circumstances require, vessel to unberth.

- Fire on board the Bulk Carrier.
- Fire on board the Terminal.
- Oil or chemical spillage from the Bulk Carrier.
- Oil or chemical spillage from the Terminal.
- Adverse weather or electrical storms.
- Failure or serious damage to the mooring lines; Any other conditions which in the opinion of the Master of the Terminal or the Terminal Representative present a risk to life, the environment or property.

SECTION 4 – GENERAL SAFETY & SECURITY

General

ALL Vessels visiting the Terminal must comply with the safety requirements specified in BLU Manual, BC Code and BFI's Safety Case. Operations at the Terminal and on board the vessel shall be conducted in accordance with BLU Manual, BC Code and BFI Safety Case.

Health, Safety, fire and security regulations shall be strictly adhered to, and Terminal Representatives will make periodic checks to ensure that they are being enforced. If any infringements of these regulations are observed, they will be brought to the attention of the vessel Master for corrective action. If such action is not taken immediately, the Terminal Representative will take such measures as appear most appropriate to deal with the situation and shall advise the vessel Master accordingly.

Responsibility for the safe conduct of operations on board the vessel whilst berthed at the Terminal rests with the vessel Master.

The Terminal's HSSE requirements are based on sound practices customary in the Oil and Bulk Carrier industry. The vessel Master and crew of the Bulk Carrier are to adhere strictly to these safety requirements throughout the time spent at the Terminal. Terminal personnel are required to do likewise and shall co-operate fully with the vessel Master, in conducting safe, secure and efficient operations.

Before the commencement of loading and thereafter, from time to time a Terminal Representative will join one of the vessel officers in a routine inspection of decks and accommodation spaces of the vessel. If any infringement of safety or security requirements is observed, it will be brought to the attention of the vessel Master or his deputy. If corrective action is not taken within a reasonable time the Terminal Operator will take such action as it deems most appropriate for dealing with the situation, and the vessel Master will be notified accordingly.

If the vessel Master observes any infringements of the safety or security requirements by the Terminal staff, whether on the Terminal or the vessel, he shall bring this immediately to the notice of the Terminal Representative who is designated as the contact person. If at any time the vessel Master believes that there is an immediate threat to the safety of the vessel arising from Terminal activities, the vessel Master shall have the right to demand an immediate cessation of operations.

In the event of continued flagrant disregard of safety or security requirements, the Terminal Representative reserves the right to stop all operations and to order the vessel off the berth.

BFI Terminal Security

Terminal operations shall be conducted in accordance with security regulations as per the ISPS Code. If applicable, the vessel may be required to provide copies of its international Ship Security Certificate ISPS, enter into a Declaration of Security defining the security responsibilities of the parties involved in the operations, and/or provide any other data or documents required by the Terminal as contemplated by the International Ship and Port Facility Security Code ISPS.

- a) **Security Level 1 (Normal)** - The level for which standard security measures shall be maintained at all times.
- b) **Security Level 2 (Heightened)** - The level for which appropriate additional measures shall be maintained due to the heightened risk of a security incident. This will include additional security guards and patrols with greater scrutiny of port users for the berth.
- c) **Security Level 3 (Exceptional)** - The level for which further additional security measures shall be maintained for a limited period when a security incident is probable or imminent, although it may not be possible to identify the specific target. For the berth, this may result in the removal of a ship from the berth or the delay in a ship berthing.

Information will be exchanged during the pre-transfer conference for ship and port security plans to be coordinated.

Drug and Alcohol Policy

The Terminal operates a non-drug and alcohol policy, which must be strictly adhered to. No alcoholic beverages shall be consumed by the vessel Master, any officer or crew during its stay at the Terminal or offered by the vessel Master, any officer or crew to any Terminal personnel. If at any time anyone involved in or connected with the mooring, loading or unmooring operation is found to be under the influence of drugs or alcohol, the operation will be stopped immediately. Penalties in Brunei for illegal drug usage and trafficking are severe, and may include the death penalty.

COVID -19

All Terminal personnel shall fully comply with Brunei Ministry of Health regulations related to Covid 19 precautions and BFI's Business Continuity Plan instructions.

SECTION 5 - OPERATIONAL SAFETY REQUIREMENTS

Bulk Carrier loading

Vessels loading at the Terminal must comply with the latest SOLAS and MARPOL conventions and protocols. Vessels found to be deficient or substandard in safety requirements will not be permitted to moor and load.

De-ballasting

Vessels should arrive at the Terminal with clean ballast. Vessels should be able to de-ballast concurrently with loading. Prolonged de-ballasting will necessitate either removal from the berth or the commencement of loading. The Terminal is not responsible for any free water or dead freight.

Deadweight and Trim

Vessels must arrive with and at all times have sufficient ballast or cargo on board:

- to maintain at least 30% of its summer deadweight.
- to keep its propeller submerged.
- to ensure that it is not trimmed more than 2 meters by the stern.

Vessel Crew

The Vessel crew must be qualified to the requirements of the International Convention on Standards of Training, Certification, and Watch keeping for Seafarers 1995. If any infringement of safety regulations or the inability of vessel crew to operate safely and efficiently is observed, then the Bulk Carrier will be removed from the berth.

Closed Loading

Vessel must conduct closed loading operations. The loading of any vessel that is unable to comply will be at the discretion of the Terminal Representative.

Certificate of Deratization and General Cleanliness

Vessels are to be in possession of a valid certificate of deratization or deratization exemption and other de-infestation measures as appropriate. Should a vessel be infested with rats, vermin or insects that could be a threat to the health or wellbeing of the Terminal personnel, then the vessel will not be accepted.

Tween Deck Bulk Carriers & Bulk Carriers with 3-hatch configuration

Tween deck vessels & 3-hatch configuration are not permitted to berth at BFI due to the configuration and compatibility with the terminal shiploader.

Alternatively, single deck bulk carriers (preferably with a gearless hatch system) are compatible with BFI Terminal and are permitted to berth.

Emergency Towing – Off Wires (Fire Wires)

The vessel should provide towing-off wires, ready for immediate use without adjustment, in case the vessel needs to be moved in the event of fire or other emergency. Wires should be positioned fore and aft on the offshore side of the vessel, be in good condition, of adequate strength, and properly secured to the bitts such that full towing loads can be applied. The eyes should be maintained at about the waterline in a position that tugs can reach without difficulty. Sufficient slack to enable the tug to tow effectively should be retained between the bitts and the fairlead but prevented from running out by a rope yarn or other easily broken means.

Means of Access (Gangways or Accommodation Ladders)

Personnel should only use the designated means of access between vessel and shore. When a vessel is berthed or at anchor, the means of access should be so placed as to be convenient for supervision and if possible, away from the manifold area. Gangways or other means of access should be properly secured and provided with an effective safety net. In addition, suitable life-saving equipment should be available near the access point to shore.

Lighting

During darkness the means of access and all working areas should be adequately illuminated.

Permanent Notices

Permanent notices or internationally accepted signs should be displayed in conspicuous places on board, indicating where smoking and naked lights are prohibited, and where ventilation is necessary before entry.

Rain

When rain is anticipated in the vicinity of the vessel or terminal, loading operations should be stopped. Vessel should allow terminal to clear remaining urea on top of the conveyor before closing of cargo holds.

A minimum time of 40 minutes should be allowed for Terminal to clear the conveyor belt and for vessel to secure their hatches.

Vessel's Readiness to Move

At all times during loading and ballasting operations the vessel should have adequate stability and suitable trim to allow for departure at short notice in the event of an emergency. While berthed at a terminal, the vessel's boilers, main engines, steering machinery, mooring equipment and other essential equipment should be maintained to allow the vessel to move from the berth at short notice, and in accordance with the terminal regulations. Repairs and other work which may immobilize the vessel should not be undertaken at the berth without the prior written agreement of the terminal. It may also be necessary to obtain permission from the local Port Authority before carrying out such work.

Mooring Practice

Mooring lines should be arranged as symmetrical as possible about the midship point of the vessel. Breast lines should be as perpendicular as possible to the longitudinal centre line of the vessel and as far aft and forward as possible.

Spring lines should be oriented as parallel as possible to the longitudinal centre line of the vessel.

Generally, mooring lines of the same size and type (material) should be used for all leads. If this is not possible due to the available equipment, all lines in the same service, i.e. breast lines, spring lines, head lines, etc. should be the same size and type. For example, all spring lines could be wire and all breast lines synthetic.

The Master is responsible for ensuring that the vessel remains securely moored throughout the stay. Additionally, the Master must ensure that all moorings are regularly tended to and maintained in a taut condition.

Mooring crew is provided by the terminal 24/7 throughout the loading operations and will remain contactable via handheld radio or VHF Ch12.

Adverse Weather Precaution

The following criteria serve as guidance during adverse weather: -

Notwithstanding the below, safe berthing & unberthing operations shall remain on the vessel Master's sole responsibility and discretion on its safe execution.

Criteria for NO berthing / unberthing

	Criteria	Remarks
a)	Significant wave height / swell exceeding 2.0 meter (Day time) Significant wave height / swell exceeding 1.5 meter (Night time)	NO berthing
b)	Wind speed exceeding 20 knots (Day time) Wind speed exceeding 15 knots (Night time)	NO berthing
c)	Reduced visibility by haze or heavy rain - less than twice vessel's length.	NO berthing
d)	Vessel suspected of any deficiencies in steering gear, engine, windlass and etc that may in any way cause the safe berthing / unberthing of a vessel.	NO berthing
e)	Vessel which has her load lines submerged	NO berthing
f)	Vessel which does not have on board the Master, Chief Officer, Chief Engineer, 2nd Engineer or in any case does not have sufficient manning to sail the vessel.	NO berthing
g)	Vessel which does not have proper documents / certificates. <ul style="list-style-type: none"> Hydrostatic Table Stability Table (FO, DO, FW, BW) 	NO berthing
h)	Wind speed exceeding 38 knots. (20 m/s). Unberthing may be carried out if the vessel is found to be endangering the terminal as well as itself.	Unberthing

i)	Current rate suspected too strong. (exceeding 2.5 knots).	Unberthing
j)	Vessel which has polluted the sea and has been detained by either BFI, DOE or any other authorities.	Unberthing

These criteria should not prevent vessel Master, or responsible Ship Officers from taking measures that, in his opinion, are the best actions to remove the cause of the emergency, and to protect human lives, property, and the environment.

Irrespective of measured wind speed, if either the ship's Master or the terminal representative considers that the prevailing conditions potentially threaten the safety of operations, the transfer should be suspended and hatches secured.

The final responsibility for the safety of the ship and her cargo rests with the vessel Master, and in case of emergency such as severe weather conditions, none of these regulations should prevent the Master or responsible ship officer from taking measures that in his opinion, are most effective to protect human lives, property and the environment.

SECTION 6 - COMMUNICATIONS

Communications

Effective and efficient communication is essential to a safe operation. All care shall be taken to ensure that communication equipment is in good working order and that all spoken communications are received and understood.

All orders and instructions shall be repeated back, so that the person giving the order or instruction knows that what is in his mind has been passed correctly to the person receiving the order or instruction.

The language of the Terminal in all communications, including written, transmitted and oral, shall be English.

The primary communication between vessel and shore during cargo operation is by portable radio supply by terminal and the secondary communication is by VHF Ch12.

Communications during Transfer

During loading operations, if it becomes necessary to stop transfer in an emergency or due to adverse weather conditions, the vessel shall notify the terminal directly by handheld radio or VHF Ch12.

All transfer must be immediately stopped, shiploaders retrieved and hatches closed until the situation is investigated and a joint agreement is reached on resuming operations safely.

SECTION 7 - ARRIVAL PROCEDURES

Order of Berthing

Vessels will normally berth in the order of arrival, but due regard will also be given to nominated date ranges, and such other matters as Terminal deems relevant to a fair and necessary berthing order. Vessels shall berth Port side alongside (for East berth) and Starboard side alongside (for West berth) at any weather condition. This berthing order is important to follow to permit vessels to move from berth during emergency situations.

Dedicated Anchorage and Use of Anchors

If a vessel cannot be scheduled to berth on arrival (e.g., another vessel is in the berth or for other reasons), the vessel Master will be advised by radio/agent and requested to anchor in the area described as Anchorage C.

Anchorage "C" is located at **4° 45.5' N 114° 27.0' E**, North West of the Terminal. (Refer to Admiralty Chart BA 2109)

Due to the presence of subsea cables and pipelines throughout the terminal approach and adjoining areas, **VESSEL SHALL NOT ANCHOR AT ANY OTHER LOCATIONS.**

Both anchors shall be secured and remain secured throughout the stay at the Terminal, and during the approach to the Terminal.

Notice of Readiness (NOR) and BFI Working hours

The official working hours (or office hours) regulated in BFI for administration and management departments are from 0730 hours to 1630 hours from Mondays to Fridays, save and except for gazette local public holidays. The BFI Terminal operates 24 hours/7 days a week including public holidays.

Any vessel upon arrival at the appointed berth, the Master of the vessel or his agent shall give to BFI's representative a written copy of the terminal Notice Of Readiness (NOR) by letter or email certifying that the vessel is in all respect ready to load the cargo after the vessel has been granted free pratique and clearances by the Immigration, Custom, Marine Department and other pertinent Authority as and when required.

Approach for Berthing

The direction of approach to the Terminal will depend on the prevailing weather. Any direction of approach to the Terminal will be at the discretion of the Pilot, but in any event the vessel shall not approach closer to any fixed facility within 1 nautical mile.

Prohibited Areas

No vessel or craft, unless authorized by BFI may enter the following prohibited areas:

500 meters safety zone around all offshore and neighboring fixed facilities installations and platforms, including but not limited to Brunei Methanol Company (BMC) Single Point Mooring and BLNG Jetty.

Customs and Health Requirements

The shipping agent will provide the forms for completion for submission. If the vessel comes from an infected port or its state of health is suspect, the Medical Officer may board in order to inspect the crew and relevant International Medical Certificates. Customs Officers do not normally board incoming vessels but may do so with the shipping agent.

Documents Required on Arrival

1. Vessel Arrival Report
2. Pre-Arrival Notification
3. Maritime Declaration of Health
4. Crew List
5. Vaccination List
6. Cargo Ship Safety Radio Certificate
7. Cargo Ship Safety Equipment Certificate
8. Cargo Ship Safety Construction Certificate
9. Crew Effects Declaration
10. Ship's Store
11. Last Port Clearance
12. Ship Stowage Plan
13. Crew Accommodation Certificate
14. Certificate of Registry
15. Voyage Memo with Security Level (Port of Calls)
16. Document of Compliance
17. Safety Management Certificate
18. International Oil Pollution Prevention Certificate
19. International Tonnage Certificate
20. International Load line certificate
21. International Ship Security Certificate
22. Certificate of Classification

- 23. Ship Particulars
- 24. Master's License
- 25. Safe Manning Document
- 26. Ship Sanitation Control Exemption Certificate
- 27. NIL List
- 28. Ship Cargo Plan (Loading Sequence)

Agency

The Terminal does not perform any general agency work. Therefore, the vessel Owner must appoint a vessel agent in Brunei. A list of authorized agencies can be found in the Brunei Maritime Port Authority website: <https://mpabd.gov.bn/list-of-registered-agents-with-mpabd/>

International Association of Classification Societies (IACS) Compliance

All vessels entering Brunei waters should be classed by a member of the IACS. For non-IACS vessels, an application for an exemption by the Maritime Port Authority (MPABD) is required at least one week in advance, and is subject to approval.

Shore Leave and Crew Changes

No shore leave is possible at the Terminal. Members of the crew are not permitted to leave the vessel except in cases of extreme urgency. No crew change is permitted during the period the vessel is in the Terminal area.

Medical Assistance

In cases where medical attention is required, the Agent will arrange for the patient to be taken by launch or car to the nearest hospital. In cases of emergency involving serious injury or illness, representation of the patient remains with the Agent, who should be informed immediately to contact customs and immigration authorities etc. He will also be able to advise what documents should accompany the patient ashore.

Special Regulation

The Brunei National Flag should be flown during daylight and can be obtained via the shipping agent.

Potable Water

Not available.

Provisions & Stores

Not available.

Fuel and Lubricants

Not available.

Garbage Disposal

There are no garbage disposal facilities at the Terminal and it is expressly forbidden to burn, incinerate or dump garbage overboard.

Fishing

No fishing of any kind is to take place from the vessel whilst it is berthed at the Terminal.

SECTION 8 - BERTHING OPERATIONS

The Pilot will board incoming vessel from the pilot station (Refer to Admiralty Chart BA 2109). Pilotage is conducted by Darussalam Pilotage Services (DPS).

Representatives of the Brunei Customs, Immigration, Port Health and Agents may board prior to or after berthing. The Pilot will advise the vessel Master on approach to the Terminal, mooring and unmooring, connecting and disconnecting hoses, and all other operations within the Terminal area.

A tugboat will assist in mooring the vessel when coming alongside. The tugboat will be under the control and supervision of the Pilot. When picking up the Pilot, the vessel shall approach at a speed of not more than two knots.

Pilot ladder used must be in good condition, fitted with spreaders securely fastened and must comply with SOLAS specifications. A life buoy with heaving line and buoyant light attached shall be sited ready for use.

At night, sufficient illumination must be provided. Embarkation and disembarkation must be supervised by a responsible officer. Pilot shall advise the Master to create a lee for safe embarkation and disembarkation.

Vessels, which, in the pilot's opinion, do not have a suitable method of attaching the mooring, will be refused permission to berth.

Pre-berthing conference

Before proceeding to berth, the Pilot will discuss with the vessel Master and brief the Master on the procedures to be followed in berthing and mooring.

This pre-berthing conference shall be in sufficient detail to enable the vessel Master to monitor the berthing and mooring operation so that he will be aware if a departure from the agreed plan is taking place.

The vessel Master will advise the Pilot of the ship's handling characteristics and ensure that the Pilot is given the ship pilot information card to study. The Pilot will advise the vessel Master where, when and how the vessel shall be made fast, prior to the vessel's final approach to the Terminal.

Once the vessel is securely moored, its engines must remain available for use in short notice and ready for manoeuvring. Immobilization of engine or repair work is not permitted while the vessel is at berth. A standby tug will be available and on call while the vessel is alongside BFI jetty.

Weather Pattern

Brunei Darussalam has an equatorial climate characterized by year-round average temperatures ranging from 23 °C to 33 °C (73.4 °F to 89.6 °F), and rainfalls averaging 3.1 meters (124 inches) annually. In general, the seasonal weather patterns are broadly divided into 3 (three) and the terminology used is consistent with that of South East Asia. These 3 (three) types are:-

- South West Monsoon (June-October)
- North East Monsoon (December-March)
- Transitions between monsoons

Generally, persistent adverse weather occurs during the North East Monsoon. High swell conditions can persist for periods of three to four days and in extreme conditions for up to a week.

During the South West Monsoon, winds are generally light to moderate, but during brief surges (generally lasting less than thirty-six (36) hours) winds are occasionally strong and gale force squalls are experienced. The presence of these squalls can be detected by radar from a great distance and visually as a threatening line squall. These line squalls pack winds of gale force strength and generally accompanied by heavy rain.

During May - October there are occasional severe squalls that originate from inland, which are associated with cumulonimbus clouds and thunderstorms inland, increasing as the storm approaches. Just before the onset of torrential rain, the wind backs rapidly towards the land and increases violently to peak gusts.

SECTION 9 - BALLAST OPERATIONS

As there are no ballast or slop reception facilities at the Terminal, all vessels must arrive with clean ballast suitable for discharging directly to sea in accordance with the standards set by international conventions and applicable local regulations. Vessels arriving with ballast unsuitable for discharge to sea will be rejected for loading. Any vessels rejected because of contaminated ballast or sea pollution will automatically invalidate her Notice of Readiness and will lose any priority of loading. Vessels discharging contaminated ballast overboard shall be subject to the anti-pollution laws of Brunei. Penalties for pollution are severe. Vessels arriving at the Terminal should have sufficient ballast to ensure safe handling and maneuverability in the prevailing weather and sea conditions and in accordance with good seamanship practice. Vessels should have the ability to de-ballast concurrent with loading operations with 2-valve segregation maintained. Permanent ballast should not be discharged before the vessel has loaded at least the equivalent amount of cargo.

SECTION 10 - LOADING OPERATION

Vessel personnel are advised that responsibility for loading bulk cargo rests solely and absolutely with the Master. Additionally, it is the responsibility of the vessel's personnel to operate bulk hatches and ensure its safe coordination with terminal representative.

Vessel personnel are advised that the responsibility for the discharge or escape of oil or bulk cargo from a vessel rests with the vessel. However, if the appropriate authorities take a prosecution, heavy penalties and liability for dispersal costs and damages for pollution damage are provided for by legislation.

Pre-Loading Conference

Before commencing loading operations, the Terminal Representative will discuss with the vessel Master or his designated Deck officer the procedures to be followed throughout the loading/de-ballasting operations.

This pre-loading conference shall be in sufficient detail to enable the Terminal Representative to monitor the operations so that he will be aware if a departure from the agreed loading plan is taking place. A record that the meeting took place shall be recorded in the cargo log.

At this time, the Ship/Shore Safety Checklist shall be completed and signed by the Terminal Representative and vessel Master or his designated Deck officer. The Ship/Shore Safety Checklist is based on recommendations contained in BLU Manual. From time to time thereafter random inspections shall take place to verify continuous compliance.

The vessel shall provide the Terminal Representative with a detailed loading plan and de-ballasting plan, providing the stress limitations never to be exceeded and indicating any critical times when the deadweight and trim may approach the limits mentioned in SECTION 3.

The time of commencement of de-ballasting shall be agreed between the vessel Master and the Terminal Representative prior to the commencement of loading.

Lining Up and Readiness to Load

Provided that the Ship/Shore Safety Checklist has been satisfactorily completed, the vessel will be advised that the Terminal is ready to commence loading and requested to open the cargo hold in readiness to receive cargo.

Cargo Hold Inspection

An independent surveyor is required to carry out cargo hold inspections prior to loading.

Commencement of Loading

Initial start of the loading shall commence at a slow and steady rate. As soon as the vessel confirms that cargo is received into the cargo hold, the flow rate may be increased by the Terminal.

Cargo Trimming

Cargo trimming is done mechanically via the terminal telescopic shiploaders (luffing/slewing type). A trimming spoon is attached to the end of the shiploader, hence there is no requirement for excavators or stevedores for trimming at the end of loading.

Emergency Shut Down (ESD)

ESD shall be tested and initiated from onshore (BCR-Bagging Control Room).

Safety Rounds

The vessel's officer and the Terminal Representative shall ensure that safety rounds are made at regular intervals as agreed in the safety checklist. The vessel shall assign personnel to maintain a cargo watch. Any non-compliance shall be rectified as soon as possible.

Smoking

Smoking on board the vessel shall ONLY be allowed in designated places that have been jointly approved, in writing, by the vessel Master and the Terminal Representative. Designated "Smoking Area" notices, which state the conditions under which smoking is permitted in these rooms, shall be posted. Smoking Policy shall be observed at all time when the vessel is at the berth or approaching thereto.

Matches and Lighters

The use of matches and cigarette lighters outside designated smoking spaces should be prohibited. The risks involved in carrying matches and, more particularly, cigarette lighters should be impressed on all personnel. The use of lighters should be discouraged. Matches used on board should be of the safety type.

Craft Alongside

Unauthorized craft should be prohibited from securing alongside or approaching close to the vessel.

Regulations against smoking and naked lights should be strictly enforced on any craft permitted alongside and onshore if applicable. Operations should be stopped if these rules are violated and should not be restarted until the situation has been made safe.

Portable VHF/UHF Radios, Lamps and Flashlights

Portable VHF/UHF radios, lamps, flashlights or other electrical devices shall not be used unless approved as intrinsically safe. The use of portable electrical lamps and equipment on extension cords or wandering leads is prohibited in any cargo space or adjacent ballast space, pump room, cofferdam, forecastle, bunker compartment, hold or anywhere over the cargo tanks.

Portable domestic radios, photographic flash equipment, portable electronic calculators, tape recorders, video/digital cameras, mobile phones and any other battery powered equipment not approved as intrinsically safe shall not be used.

Repair Works

Vessels secured to the Terminal shall be maintained in a state of readiness to leave the berth immediately, under full engine power. Therefore, no repairs will be permitted. The testing of any electrical equipment, including radar and radio is prohibited unless the permission of the Terminal Representative has been granted. Cargo hold cleaning shall not be carried out while in the berth. Chipping and scraping on the deck or hull are not permitted.

NO WELDING IS PERMITTED IN ANY LOCATION ON BOARD WHILE THE VESSEL IS BERTHED AT THE TERMINAL.

Prevention of Sparks from Funnels/Stacks and Excessive Smoke

Excessive smoke from funnels/stacks and soot blowing is prohibited. Immediate steps shall be taken to eliminate any sparks from funnels/stacks. All vessels shall be fitted with funnel/stack flame arresters. The use of incinerators when the vessel is at the Terminal, maneuvering within Terminal limits or at anchor at the designated area is prohibited.

Transmitting Aerials

Prior to berthing, all radio transmitting equipment, including secondary and emergency transmitters, shall have their aerials earthed. VHF, AIS and radio communications equipment shall be switched to low power transmission. Satellite communications equipment may be used provided the approval of the Terminal Representative is obtained.

SECTION 11 - CARGO COMPLETION

Conveyor Unit and Ship-Loader

The conveyor unit must be turned off and the ship-loader must move to parking position upon receiving instructions from the Terminal Representative once cargo loading has completed.

Displacement Surveys

Weather conditions such as wind effects, wave & swell condition may significantly affect the accuracy of the surveys.

As such it is the Vessel Master's sole responsibility to effectively liaise with the surveyor onboard in ensuring the displacement survey takes into account the prevailing weather condition.

Documents Required on Completion of Cargo's Load

1. Copy of the Bill(s) of lading
2. Certificate of Quality and Quantity
3. Manifest of Cargo

4. Sample Receipt
5. Ship Statement Cargo
6. Laboratory Report of Cargo
7. Crew Effects Declaration
8. Notice of Readiness
9. Operations Log/Timesheet

Vessel Release

The vessel shall be released to sail off once the Terminal has given the clearance. No advance outward Port Clearance for vessels at the Terminal or Anchorage will be issued prior to the receipt of Inward Port Clearance and copies of vessels certificates by the Marine/Customs Departments. (This requirement may be waived depending upon vessel's arrival time etc).

APPENDIX I - SHIP/SHORE SAFETY CHECK LIST

Ship's Name : _____ Voyage : _____ Flag : _____
 Call Sign : _____ Berth : _____ Port: _____
 Date of Arrival: _____ Time of Arrival: _____

The following items must be complied with and jointly signed for by Terminal Representative or deputy and the responsible officers of the vessel before operation can commence. These conditions must be maintained throughout the entire operation. If any of these conditions cannot be maintained the operation will be temporarily discontinued until the condition can be restored. If a question is considered to be not applicable write "N/A", explaining why if appropriate.

	SHIP	TERMINAL
1 Is the depth of water at the berth, and the air draught, adequate for the cargo operations to be completed?	<input type="checkbox"/>	<input type="checkbox"/>
2 Are mooring arrangements adequate for all local effects of tide, current, weather, traffic and craft alongside?	<input type="checkbox"/>	<input type="checkbox"/>
3 In emergency, is the ship able to leave the berth at any time (.....)?	<input type="checkbox"/>	<input type="checkbox"/>
4 Is there safe access between the vessel and the wharf? Tended by vessel/terminal	<input type="checkbox"/>	<input type="checkbox"/>
4.1 Is it gangway and extension platform was equipped with fastened safety net underneath it and free of damage?		
4.2 Walkway clear of obstructions and trip hazards?		
4.3 Extension platform was secured properly with gangway and stable which no tendency of extension platform to flip over when steps onto it?		
4.4 Gangway and extension platform equipped with proper handrail		
* Compliance item 4.1, 4.2, 4.3 & 4.4 is MANDATORY		
5 Is the agreed vessel/terminal communications system operative? Communication method Language Radio channels/phone numbers.....	<input type="checkbox"/>	<input type="checkbox"/>
6 Are adequate crew on board, and adequate staff in the terminal, for emergency?	<input type="checkbox"/>	<input type="checkbox"/>
7 Have any bunkering operations been advised and agreed?	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|----|--|--------------------------|--------------------------|
| 8 | Have any intended repairs to wharf or vessel whilst alongside been advised and agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Has a procedure for reporting and recording damage from cargo operations been agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Has the vessel been provided with copies of port and terminal regulations, including safety and pollution requirements and details of emergency services? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Has the shipper provided the master with the properties of the cargo in accordance with the requirements of chapter VI of SOLAS? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Is the atmosphere safe in holds and enclosed spaces to which access may be required, have fumigated cargoes been identified, and has the need for monitoring of atmosphere been agreed by ship and terminal? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Have the cargo handling capacity and any limits of travel for each loader/unloader been passed to the vessel/terminal? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | Has a cargo loading or unloading plan been calculated for all stages of loading/ deballasting or unloading/ballasting? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Have the holds to be worked been clearly identified in the loading or unloading plan, showing the sequence of work, and the grade and tonnage of cargo to be transferred each time the hold is worked? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Has the need for trimming of cargo in the holds been discussed, and have the method and extent been agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | Do both vessel and terminal understand and accept that if the ballast programme becomes out of step with the cargo operation, it will be necessary to suspend cargo operation until the ballast operation has caught up? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Have the intended procedures for removing cargo residues lodged in the holds while unloading, been explained to the vessel and accepted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | Have the procedures to adjust the final trim of the loading vessel been decided and agreed? | <input type="checkbox"/> | <input type="checkbox"/> |

20 Has the terminal been advised of the time required for the vessel to
prepare for sea, on completion of cargo work?

☐ ☐

Any other related instructions

21 _____

☐ ☐

Master

Terminal Representative