ALTINTEL LİMAN VE TERMİNAL İŞLETMELERİ A.Ş.

DANGEROUS GOODS MANUAL (ADR-IMDG)

classification of dangerous goods

- Class 1 Explosive substances and articles
- Class 2 Gases
- Class 3 Flammable liquids
- Class 4.1 Flammable solids, self-reactive substances and objects and solid desensitized explosives
- Class 4.2 Substances liable to spontaneous combustion
- Class 4.3 Substances which, in contact with water, emit flammable gases
- Class 5.1 Oxidizing substances
- Class 5.2 Organic peroxides
- Class 6.1 Toxic substances
- Class 6.2 Infectious substances
- Class 7 Radioactive material
- Class 8 Corrosive substances
- Class 9 Miscellaneous dangerous substances and articles

Class 3 - Flammable Liquids

It covers liquids with a flash point of less than 60°C and also includes liquids and molten solids with a flash point above 60°C. They are heated to a temperature equal to or higher than the flash point during transport or transfer.

Key groups in the class:

-liquids with a flash point below 23°C (non-toxic and non-corrosive) → UN 1170 ethanol

-liquids with a flash point below 23°C, toxic → UN 1230 methanol

-liquids with a flash point below 23°C, corrosive → UN 1277 propylamine

-liquids with a flash point below 23°C, toxic and corrosive → UN 2359 diallylamine

-liquids with a flash point between 23°C and 60°C → UN 1299 turpentine

-pesticides with a flash point below 23°C

-liquids heated to or above the flash point → UN 2760 arsenical pesticide, liquid,flammable, toxic,

Identification and Classification of Dangerous Goods

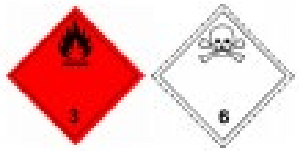
CLASS 3- SEPARATION BY HAZARD CHARACTERISTICS (CLASSIFICATION CODE)

F - Flammable liquids without secondary risk

F1- Flammable liquids with a flash point of 60°C and below

F2- Flammable liquids, with a flash point greater than 60°C carried at or above the flash point (substances at elevated temperature) or transferred for carriage

FT- Flammable liquids, toxic



FT1- Flammable liquids, toxic (except pesticides)

FT2- Pesticides

FC- Flammable liquids, corrosive

D- Liquid desensitized explosives

Class 6.1- Toxic Substances

It includes substances known from experience or experimentation on animals, which in relatively small quantities are harmful to or fatal to human health with a single or short-term effect, acting by inhalation or by absorption through the skin or by ingestion.

Key groups in the class :

-toxic substances, inhalation exposure, flammable → UN 1613

-organic toxic substances (flash point above 23°C) → UN 1547

-organometallic compounds and carbonyl → UN 2473

-Substances that react with water or acid to release toxic gas or react with water → UN 1680

-pesticide

-substances used for research

Identification and Classification of Dangerous Goods

CLASS 6.1- SEPARATION BY HAZARD CHARACTERISTICS (CLASSIFICATION CODE)

T- toxic substances, no secondary risk

- T1 organic, liquid
- T2 organic, solid
- T3 organometallic
- T4 inorganic, liquid
- T5 inorganic, solid
- T6 pesticide, add liquid
- T7 pesticide, solid
- T8 samples
- T9 other

TF- toxic substances, flammable

- FT1- liquid
- FT2- pesticide (liquid)
- TF3- solid

TS- toxic substances, self-heating, solid

TW- toxic substances, which, in contact with water, emit flammable gases

- TW1- liquid
- TW2- solid

TO- toxic substances, oxidizing

- TO1- liquid
- TO2- solid

TC - toxic substances, corrosive

- TC1- organic, liquid
- TC2- organic, solid
- TC3- inorganic,liquid
- TC4- inorganic,solid

TFC- toxic substances, flammable, corrosive

DANGEROUS GOODS EMERGENCY RESPONSE ACTION FLOW DIAGRAM

FIRE

- Inform the incident by pressing the nearest emergency button and by radio and shouting
- Inform the facility electrician to cut the power of the facility.
- Inform the Ambulance, Fire Brigade (112) and neighboring facilities.
- Stop the filling operation.
- Activate the filling tower sprinkler system.
- If there is filling in other towers, stop them and evacuate vehicles safely.
- If there are evacuations in progress, stop and prepare the vessels to leave the pier.
- Perform cooling operation after the fire is extinguished.

DANGEROUS GOODS EMERGENCY RESPONSE ACTION FLOW DIAGRAM

SPILL

- Keep calm and close the pump-filling valve to stop the filling. Also, stop the filling on other platforms
- Act in accordance with the instructions of the HSE-Q section and do not panic.
- Take the chemical spill equipment from the nearest absorbent cabinet.
- Ensure that the Scully adapters are immediately removed from the vehicle in closed fillings.
- Check and confirm that the electrical components of the vehicle are disabled.
- Make sure that the tanker grounding is installed and never remove the grounding.
- Surround the spilled chemical with a barrier and prevent it from coming out
- Clean up the spilled chemical with a chemical absorbent pad and throw the pads in the contaminated waste bin
- Drain the chemical remaining in the pool through the pool valve and pour the chemical into the slop tank.
- After making sure that the tanker and the area are clean, continue filling.

DANGEROUS GOODS EMERGENCY RESPONSE ACTION FLOW DIAGRAM

TANK FIRE

- Inform the incident by pressing the nearest emergency button and by radio and shouting
- Inform the facility electrician to cut the power of the facility.
- Inform the Ambulance, Fire Brigade (112) and neighboring facilities.
- If conditions are suitable, turn on the cooling of the surrounding tanks.
- After approval, open the foam chamber of the relevant tank.
- Apply foam with RCM monitors if the tank roof has been opened.
- Prevent access to the area except for emergency aid teams.
- If any, stop the tanker fillings and ensure that the vehicles leave the facility.
- If any, stop the vessel and/or tank-to-tank discharges and prepare vessels to leave the pier.
- Perform cooling operation after the fire is extinguished.

DANGEROUS GOODS EMERGENCY RESPONSE ACTION FLOW DIAGRAM

SEA SPILL

The main purpose of oil spill preparedness and response activities is to prevent, mitigate and, where possible, restore the pollution damage caused by the spill. In the event of any contamination under the current circumstances, the Operations Coordinator and On-Scene Coordinator must select the best response combination. During the response, the impact assessment should be made by the Coastal Operations Officer and the Marine Operations Officer and reported to the Operations Coordinator. This reporting will facilitate the assessment of impacts and the allocation of response resources. In this context, it is important to use the Sensitivity Map prepared by the experts for the facility during any response operation. Among the intervention measures,

If possible, prevent or reduce the outflow of oil from its source.

Monitoring of oil slick on the water surface, where marine or coastal resources are not threatened,

Attempts to recover oil from the sea,

Use of diluents in the sea (with the permission and approval of the Ministry of Environment and Urbanization),

Conservation of key resources,

shoreline cleaning or

Any combination of the above items may be applied.

In response to pollution, several response techniques can be used in combination to increase efficiency and shorten operation time when conditions are favourable.

In the preparation of the response strategies of Altıntel Port Facilities Emergency Response Plan, it is foreseen that the response techniques will be used in combination depending on the situation. For this purpose, it is the most effective way to prevent and collect pollution by using special equipment to the extent appropriate. Below, brief information about the use of barriers, scrapers and sorbents to be used in the fight against oil pollution is given in detail QMS-OM-02.

USE OF FIRE PREVENTION EQUIPMENT

HOSES

Since the inner linings will be used on rubber and polyurethane floors and the outer surfaces on hard floors, they are woven with special yarns.

Maintenance, Cleaning and Storage Conditions of Hoses

It is checked with pressurized water whether the washed hoses are burst or not.

The cleaned hoses are dried in the natural environment.

Damaged hoses are used after being repaired and tested.

Throwing and Winding of Hoses

One of the most important issues to be considered at the incident scene is the correct throwing of the hoses.

If the hose is not thrown correctly, it can cause confusion and delays in response.

Correct and effective throwing of the hose depends on its correct winding.

Correctly wound hose is easier to both place and throwing of at the scene.

HOSE THROWING

Step 1: It is determined in which direction and from where the hose will be thrown.

Step 2: Hold the two adapters of the hose tightly from the bottom with one hand. The open end of the adapters must face the opposite direction of the throw.

Step 3: The index and middle fingers of the other hand are passed between the top two windings of the coiled part of the hose.

Step 4: The hose is thrown by swinging forward.

Step 5: The hand holding the adapters is pulled backwards at the same time and the rotation of the hose is accelerated.

Step 6: After the hose is opened, the lower adapter is placed on the ground. To make a connection, the entire hose is opened by holding the upper adapter.

Hose Winding

Two methods are used in the winding of hoses: single winding and double winding.

Single Winding Method

Step 1: The hose is opened completely so that the water in it is completely drained.

Step 2: The hose is tightly wound from the adapter part by one person.

DOUBLE WIND METHOD

Step 1: The hose is completely opened.

Step 2: Assistant personnel fold the hose adapters in two, overlapping each other.

Step 3: The winder staff and the auxiliary staff simultaneously ensure that the two layers of the hose overlap along the open hose.

Step 4: The upper adapter is left 25 cm shorter than the lower one.

Step 5: The winder personnel starts to roll the hose tightly by folding 5-10 cm of the double layer of the hose.

Step 6: The winding of the hose is completed. The coiled hose is laid on its side and the center shifts are eliminated by applying pressure.

MONITORS

There are models that can be used as manual and remote control. Water and foam processing is performed according to the need.

FIRE HOSE NOZZLES

Nozzles are divided into two according to their water and foam processing properties.

WATER NOZZLES

FOAM NOZZLES

The air entering through the air holes on the nozzle pipe mixes with the water and detergent coming from the mixer. It creates foam by hitting the impact section in the nozzle.

MELANGERS (Foam Proportioner)

They prepare a concentrated mixture with water at the appropriate rate.

Through the mobile foam melanger, the mixing ratio can be adjusted according to the usage percentage of the foam.

USE:

Make the hydrant and fire hose connections of the two ends of the melanger.

Connect the nozzle to the end of the hose in the direction of the arrow.

Open the foam nozzle valve.

Dip the yellow foam puller hose on the melanger into the foam can.

Open the foam valve.

Set the adjusting knob on the back of the mélanger to the 5% position.

Provide foam discharge from the nozzle.

CLEAN AIR BREATHING DEVICES

MASK

Things to consider when wearing a mask;

All ties are loosened before the mask is put on.

The mask is properly placed first from the chin to the face. Then, the head part is placed by holding the head ties.

First, the chin is tied, then the right and left temporal ties are pulled and tightened at the same time, then the head tie is tightened so that air can be taken from the outside of the mask.

After making sure that the mask fits the face properly, the valve of the tube should be opened, and the lung automatic should be connected to the mask.

PACKBOARD

It has an ergonomic structure. It ensures that the device is well placed on the back.

Since the pressure will decrease as the air in the tube is used, the tube will cool down. The packboard prevents the cold effect by cutting the tube's direct contact with our body.

The packboard provides an advantage to the user by distributing the weight.

There is a spring protection system that reduces 300 bar compressed air to 4.5 bar, as well as a lung automatic that reduces 4.5 bar pressure to 1 atmosphere pressure that users can breathe.

There is a high pressure hose carrying 300 bar compressed air on the packboard.

There is a manometer on the system that shows the amount of air remaining in the tube.

When the amount of air in the tube drops below 50 bar, the user is warned with a whistle and that he/she must leave the area in a short time.

BOTTLE (TUBE)

They are containers with fresh air compressed inside so that fire and rescue teams can work comfortably in places where there is little oxygen or where there is dense smoke.

There is a manometer on the tubes that shows the amount of air inside.

PORTABLE FIRE EXTINGUISHERS

There are portable extinguishers with dry chemical powder, gas and foam in our facility.

DRY CHEMICAL POWDERS

ABC POWDER: It is effective in A (Solid), B (Liquid), C (Gas) fires.

It easily extinguishes superficial embers and flaming fires.

ABC powder melts on the solid surface and forms a layer. Through the separating effect, partially smothering and cooling, most importantly, achieves the blocking effect.

In liquid fires, the dust cloud should continue until the fire is extinguished, and in solid fires, it should be processed in a controlled and intermittent manner.

CARBON DIOXIDE

Its density is 1.52 Kg / m3 and it is heavier than air.

The tubes are filled in liquid form at 20 ºC and 57 bar pressure.

In low pressure tanks, it is stored at -18 ºC at normal pressure.

1 Lt of liquid CO2 turns into 500 Lt of gas.

It extinguishes the fire with the smothering effect.

It has a partly cooling effect and partly a blocking effect.

EMERGENCY CONTACT INFORMATION

Governor’s Office	(Kocaeli Valiliği)	+90 262 300 50 00
Fire Brigade	(İtfaiye)	+90 262 754 63 45
Ankaş Pilot	(Pilot İstasyonu)	+90 262 528 33 00
Port Authority	(Liman Başkanlığı)	+90 262 528 37 54
Marine Police	(Deniz Polisi)	+90 262 239 35 24
Coast Guard	(Sahil Güvenlik)	+90 262 414 66 01
Meadical Help	(Tıbbi Yardım)	112
Police	(Polis)	155

EMERGENCY CONTACT INFORMATION

Name Surname	Duty	Mobile Phone
KIVANÇ BOZTEPE	GENERAL MANAGER	0 541 514 41 45
İBRAHİM KARAAYTU	MAINTENANCE-INVESTMENT-PROJECT MANAGER	0 530 315 74 27
SERDAR CİNGÖZ	OPERATIONS MANAGER	0 554 542 47 66
ÖZGE PALUT	HSE-Q MANAGER	0 554 496 94 62
ARİF OLCAY	HSE-Q CHIEF/	0 543 947 16 11
ÇETİN ARABACIOĞLU	PURCHASING AND ADMINISTRATIVE AFFAIRS CHIEF	0 505 819 24 80
SEZER ÖZER	FIRE SUPERVISOR	0 539 205 69 61
SERDAR ÖZTÜRK	MAINTENANCE-INVESTMENT-PROJECT CHIEF	0 554 542 41 46
UĞUR KAHRAMAN	OPERATIONAL SHIFT ENGINEER	0 538 083 76 43
ALTINTEL LİMAN SANTRAL	TELEPHONE EXCHANGE	0 262 648 23 00

EMERGENCY EQUIPMENT

ALARM BUTTONS	
1	PIER END (NEAR MOBA)
2	PIER CHEMICAL MANIFOLD (ABOVE PLATFORM)
3	PIER BASE OIL MANIFOLD (ABOVE PLATFORM)
4	PIER BARGE OPERATION AREA
5	PIER PUMPING ROOM
6	FUEL OIL FILLING PLATFORM BASE (PIER ENTRANCE)
7	PORT AREA BASE OIL FILLING PLATFORM
8	PORT AREA VEHICLE CONTROL OFFICE FRONT
9	1ST PIT FILLING PLATFORM
10	2ND PIT ENTRANCE
11	ADMINISTRATIVE BUILDING (GROUND FLOOR)
12	ADMINISTRATIVE BUILDING (1st FLOOR)
13	ADMINISTRATIVE BUILDING (2nd FLOOR OPEN OFFICES)
14	ADMINISTRATIVE BUILDING (3rd FLOOR MANAGEMENT FLOOR)
15	TOP MANAGEMENT ENTRANCE DOOR SIDE
16	WAREHOUSE ENTRY
17	4th PIT ENTRANCE MANIFOLD ZONE
18	4th PIT ACROSS THE TANK NO. 41
19	6th PIT MANIFOLD
20	6th PIT FILLING PLATFORM (BETWEEN PLATFORMS 1 - 2)
21	6th PIT FILLING PLATFORM (BETWEEN PLATFORMS 3 - 4)
22	6th PIT FILLING PLATFORM (BETWEEN PLATFORMS 5 - 6)
23	6th PIT SIDE OF SEPARATOR (ACROSS PLATFORM)
24	7th PIT ENTRANCE
25	7th PIT ACROSS THE TANK NO. 704
26	8th PIT
27	8th PIT
28	PORCH

ABSORBAN CABINETS	
1	PIER CHEMICAL MANIFOLD ZONE
2	PIER BARGE FILLING ZONE
3	PORT AREA FUEL OIL FILLING PLATFORM
4	1st PIT TANK AREA PUMP MANIFOLD
5	6th PIT FILLING PLATFORM NEAR PLATFORM 5 -6
6	7th PIT PUMP ZONE
7	PORT AREA NEAR OIL FILLING PLATROM
8	1st PIT NEAR FILLING PLATROM
9	4th PIT NEAR WAREHPUSE
10	6th PIT PUMP ZONE
11	6th PIT FILLING PLATFORM NEAR PLATFORM 1-2
12	7th PIT PUMP ZONE
13	8th PIT UPPER PIT
14	8th PIT LOWER PIT
15	PORCH WASTE SITE
16	AYSAN SECURITY ZONE

RCM(REMOTE CONTROL MONITOR)	
1	RCM-1 (Pier)
2	RCM-2 (Pier)
3	RCM-3 (Pier)
4	RCM-4 (1st Pit)
5	RCM-5 (Warehouse front)
6	RCM-6 (Botanic Garden)
7	RCM-7 (6th Pit)
8	RCM-8 (7th Pit)
9	RCM-9 (7th Pit)
10	RCM-10 (8th Pit)
11	RCM-11 (8th Pit)
12	RCM-12 (8th Pit)

MANUAL FOAM CANNON	
1	Pier head
2	1st Pit Behind Tank No 3(Above Scrubber)
3	1st Pit Behind Tank No 4
4	2nd Pit Behind Tank No 21
5	3rd Pit Behind Tank No 31
6	Botanic Garden
7	5th Pit
8	5th Pit Above Chiller
9	6th Pit Next to Foreman's Office
10	8th Pit Behind Tank No 805
11	8th Pit Behind Tank No 806

STRETCHERS IN THE FACILITY	
1	PIER ENTRANCE PUMP ROOM WALL
2	1st PIT NEXT TO FOREMAN'S OFFICE
3	FRONT OF THE MAIN DINING HALL
4	6th PIT NEXT TO FOREMAN'S OFFICE

EMERGENCY EYE BODY SHOWERS	
1	PIER LOWER AREA Zone 1-2-3-4
2	PIER UPPER AREA
3	PIER UPPER AREA
4	PIER NEAR BARGE FILLING MOBA
5	PORT OIL FILLING PLATFORM
6	1st PIT CHEMICAL MANIFOLD ZONE
7	1st PIT 3rd and 4th TOWER
8	1st PIT 1st and 2nd TOWER
9	4th PIT CHEMICAL MANIFOLD ZONE
10	4th PIT NEAR TANK NO 53
11	4th PIT DIESEL MANIFOLD ZONE
12	4th PIT NEAR TANK NO 44
13	4th PIT FUEL OIL MANIFOLD ZONE
14	6th PIT PUMP ZONE
15	6th PIT MANIFOLD ZONE
16	6th PIT FUEL OIL PUMP ZONE
17	8th PIT FUEL OIL PUMP ZONE
18	6th PIT 1st and 2nd TOWER
19	6th PIT 3rd and 4th TOWER
20	6th PIT 5th and 6th TOWER
21	7th PIT PUMP AREA
22	8th PIT BEHIND TANK NO LOWER 802
23	8th PIT PUMP AREA OF TANK NO LOWER 805
24	8th PIT NEAR TANK NO UPPER 807
25	3rd PIT NEAR TANK NO 33
26	1st PIT SCRUBBER AREA
27	6th PIT SCRUBBER AREA
28	7th PIT SCRUBBER AREA
29	PORCH WORKSHOP

FIRST-AID KIT	
1	MOBA AT THE PIER END
2	PIER BARGE FILLING ZONE MOBA
3	PIER CHEMICAL MANIFOLD ZONE MOBA
4	PORT AREA BARGE OFFICE
5	PORT AREA SHIPMENT ROOM
6	PORT SECURITY
7	MAIN GATE SECURITY
8	1st PIT FOREMAN OFFICE
9	AYSAN SECURITY
10	PORCH OFFICE
11	PORCH FITTING ROOM
12	PORCH WORKSHOP
13	PORCH TEA DRINKING ZONE
14	6th PIT FOREMAN OFFICE
15	8th PIT INSIDE CONTAINER
16	NEW FORKLIFT
17	OLD FORKLIFT
18	INFIRMARY

COASTAL FACILITY GENERAL RULES

- Before entering our facility, do the 'Security Check’
- When entering the facility, hand over your DEVICES SUCH AS CIGARETTE, LIGHTER, MATCHES, MOBILE PHONE, BATTERY RADIO, CASSETTE, REMOTE CONTROLLED ELECTRONIC DEVICES, CAMERA AND CAMERA.
- Make sure to use your PROTECTIVE CLOTHING AND EQUIPMENT that you need to wear for work.
- Do not enter the field without HELMET and WORK SHOES
- At ALTINTEL LİMAN VE TERMİNAL İŞLETMELERİ A.Ş., work clothes with the name of your company must be used.
- Always wear these work clothes within the boundaries of our workplace, and ensure that your work clothes are clean and tidy.
- Immediately replace unsuitable helmets, work shoes, protective equipment and work clothes.
- Pay attention not to use STARCHED COLLAR, SILK AND WOOL CLOTHING during your work.
- In our facility, the helmet color of the subcontractors has been determined as BLUE. Please use a BLUE colored helmet by following the rules we have set.

- Leave your private vehicle in the appropriate areas that the staff will indicate to you.
- Do not leave your private vehicle in a way that will obstruct traffic, make it difficult to turn, hinder entrances and exits, obscure signage, and don't forget to leave the key to security.
- After unloading the material in your vehicle to the place shown to you, leave your vehicle in the parking lot allocated to you.
- The speed limit in our workplace is stated below. Ensure that these limits are strictly adhered to. Learn and obey the traffic rules in our workplace.
- It is not suitable for gasoline vehicles to enter the facility.
- THE SPEED LIMIT IS DETERMINED AS 20 km/h INSIDE THE FACILITY FOR ALL VEHICLES, BECAUSE IT IS A FACILITY HANDLING DANGEROUS LIQUID CHEMICALS.
- The materials that will enter the facility are taken in, under the control of the relevant department, after the staff of the HSE-Q Department sticks the 'MATERIAL SUITABLE FOR USE' label. Otherwise, it cannot be taken to the facility.
- Make sure to hand over the list of equipment to be used in the facility
- Do not take your equipment labelled with the 'NOT SUITABLE FOR USE', which has not been approved for use, or immediately take it out without using it if it is in the facility to the security.
- Get the approval of the HSE-Q Chief when you request dyes or chemical
- Provided that the Material Safety Data Sheet of the product is available, it is possible to obtain permission to use and enter the facility to be used in the facility.

- Do not use the machine you will use according to your job description without obtaining a work permit.
- Make the necessary maintenance of the work machines.
- IT IS ABSOLUTELY PROHIBITED FOR CONSTRUCTION MACHINES WITH INVALID MAINTANANCE OR WITH NO LEGAL MAINATANCE TO ENTER THE FACILITY.
- Show the operator and vehicle periodic inspection documents of the construction machines during the security check to be made at the entrance of the facility.
- Submit a copy of the Periodic Inspection Forms and Operator Certificates of the machines that you will use continuously to the HSE-Q Department.
- It is ABSOLUTELY PROHIBITED for construction machinery without valid Periodic Inspection Forms to enter the boundaries of ALTINTEL LIMAN VE TERMINAL İŞLETMELERİ A.Ş.
- Your work machines must comply with the speed limits within the facility.
- THE SPEED LIMIT IS DETERMINED AS 20 km/h INSIDE THE FACILITY FOR ALL VEHICLES, BECAUSE IT IS A FACILITY HANDLING DANGEROUS LIQUID CHEMICALS.
- In our current laws, it is determined which class of business vehicles can be used by a licensed person.
- Find out the legal license class required by the vehicle such as transport and stacking vehicle, tractor, dozer, grader, crane that you have to use.
- Make sure to have the appropriately licensed driver use the work vehicle. Note that driving without the proper license is considered a disciplinary offence.

- When taking your equipment and materials out of the factory, have the Security Guard perform an exit check.
- Assist the security guards checking the exit.
- Do not forget that it is a crime to take out the equipment, materials and product parts of our workplace.
- Contractor personnel cannot accept visitors within the boundaries of our workplace.
- Know that visitors to come will be turned away without being interviewed.
- Employees of the contractor cannot leave their personal or professional belongings at the factory entrance as consignment. Do not keep your personal belongings with you except mobile phone, cigarette, lighter, camera.
- Likewise, if you have a licensed gun registered with you, leave it at your workplace. Do not entrust it to the entrance door.

- If you need to stay longer than the prescribed working hours, notify the Department official who hired you.
- You must comply with the tea and rest breaks to be determined by ALTINTEL LİMAN VE TERMİNAL İŞLETMELERİ A.Ş.
- Do not extend your daily working time without obtaining the necessary permission
- Inform the department officer related to the job assigned to you, on the weekends, holidays and public holidays that you have to work.
- Do not work on weekends, holidays and public holidays without approval and notification.
- The relevant department officer who assigned you the job personally supervises the work you will do on normal working days, as well as on weekends, holidays or public holidays. Assist him. Provide information about what you have done and will do.
- In all works to be carried out within the boundaries of ALTINTEL LİMAN VE TERMİNAL İŞLETMELERİ A.Ş, the forms defined below must be prepared according to the compliance with the work.
- Before starting work, prepare the relevant form under the supervision of the HSE-Q Department employees.
- Get it approved by the authorities.
- Since your work will be under the supervision of HSE-Q Department personnel or ADMEs (Emergency Response Team), do not start working alone without the approval of the relevant personnel.

- HSE-Q Department personnel can stop the work when they deem necessary. In such cases, wait until the job is started again.
- Before starting to work, be sure to fill out the GENERAL PERMIT TO WORK document.
- Make sure to fill in the FLAMMABLE PERMIT TO WORK document.
- If you are going to work with electricity, be sure to fill out the ELECTRICAL PERMIT TO WORK document.
- If you are going to work at height, make sure to fill out the WORKING AT HEIGHT PERMIT TO WORK document.
- If you are going to enter enclosed volumes, be sure to fill in the form of ACCESS PERMIT TO THE ENCLOSED VOLUMES.
- If there will be work in any tank, be sure to fill out the TANK ISOLATION CONTROL FORM.
- If you are going to work with lifting equipment such as cranes and forklifts, be sure to fill out the LIFTING EQUIPMENT PERMIT TO WORK FORM.
- If facade scaffolding will be installed, be sure to fill in the FACADE SCAFFOLD CONTROL FORM.
- Be sure to obtain the relevant approvals of the document you fill out according to the status of the job.

- Before working with welding and cutting with stone, fill in the form " **FLAMMABLE PERMIT TO WORK** " from the relevant department officer related to the job assigned to you.
- Assist the HSE-Q Department officer overseeing your work. Heed their warnings immediately.
- Check everywhere, without leaving your area of work.
- Do not forget that your personnel working with welding must receive the necessary training and have a welder certificate.
- Do not work with electricity without completing the '**ELECTRICAL PERMIT TO WORK** ' form.
- Use the electrical outlet shown and authorized by the relevant department officer who assigned you the job.
- Do not open any electrical cabinet without approval. Do not plug into any outlet.
- Do not use more power than you have specified earlier.
- Do not leave the doors of electrical cabinets open.
- Do not let cables run unevenly or dangerously on the ground.

- Use electricity only as needed.
- Make sure your cables are convenient for the power you are using.
- Do not use broken or splice cables.
- Do not connect any cables to any outlet. Pay attention to the types of currents and their strength.
- Ensure that the electrical appliances you use are well-maintained.
- When you are done with the electricity, collect all the cables you have used. Put electrical appliances in their place.
- Remember that all cables and electrically powered tools you use must comply with TSE standards.
- Make sure that the electrical cables are not broken or exposed.
- HSE-Q Department officials will stick a 'SUITABLE FOR USE' label on electrical tools and cables. Otherwise, it will not be allowed to be used.

- Do not work at height without filling out the " WORKING AT HEIGHT PERMIT TO WORK " form.
- Never allow your staff to work at height without safety belts.
- Ensure that your employee, who has a safety belt at his waist, hooks this belt to a solid and safe place in the work area.
- Keep in mind that operating a staff without a safety belt in a higher position than the ground will be considered a disciplinary offence.
- Do not throw your tools down while working at height. Do not throw material from the bottom up to the worker working at height.
- Since ALTINTEL LİMAN VE TERMİNAL İŞLETMELERİ A.Ş is a coastal facility, there are special security rules to be taken.
- Special work permits are obtained from the Port Authority and the Customs Directorate for the works to be carried out at the pier. Our facility's Technical Safety Personnel will assist you regarding the issue.
- It is forbidden to enter the pier without permission.
- It is forbidden to work on the pier when there is a vessel. However, it can be done with special permissions.
- It is mandatory to wear a life jacket while working on the pier.
- Swimming and fishing on the pier is strictly prohibited.

- Employees of the contractor company work only in the region where they are responsible for work.
- Know that you will be committing a disciplinary fault when you are outside of the zones shown to you.
- **SMOKING OF CONTRACTORS IS ABSOLUTELY PROHIBITED within the boundaries of ALTINTEL LİMAN VE TERMİNAL İŞLETMELERİ A.Ş.**
- **It is strictly forbidden to bring matches and cigarettes into the facility.**
- You must obtain the lighters you will use for welding from the HSE-Q Department officials.

SEPARATION ON BOARD AND AT THE PORT

CLASS				1.1 1.2 1.5	1.3 1.6	1.4	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	6.2	7	8	9
Explosives	1.1	1.2	1.5	*	*	*	4	2	2	4	4	4	4	4	4	2	4	2	4	x
Explosives		1.3	1.6	*	*	*	2	2	2	4	3	3	4	4	4	4	2	2	2	x
Explosives			1.4	*	*	*	2	1	1	2	2	2	2	2	2	x	4	2	2	x
Flammable gases			2.1	4	4	2	x	x	x	2	1	2	x	2	2	x	4	2	1	x
Flammable and non-toxic gases			2.2	2	2	1	x	x	x	1	x	1	x	x	1	x	2	1	x	x
Toxic gases			2.3	2	2	1	x	x	x	2	x	2	x	x	2	x	2	1	x	x
Flammable liquids			3	4	4	2	2	1	2	x	x	2	1	2	2	x	3	2	x	x
Flammable liquids			4.1	4	3	2	1	x	x	x	x	1	x	1	2	x	3	2	1	x
Spontaneously combustible substances			4.2	4	3	2	2	1	2	2	x	x	1	2	2	1	3	2	1	x
Dangerous in contact with water			4.3	4	4	2	x	x	x	1	x	1	x	2	2	x	2	2	1	x
Oxidisers			5.1	4	4	2	2	x	x	2	1	2	2	x	2	1	3	1	2	x
Organic peroxides			5.2	4	4	2	2	1	2	2	2	2	2	2	x	1	3	2	2	x
Toxic substances			6.1	2	2	x	x	x	x	x	x	1	x	1	1	x	1	x	x	x
Germ-infecting substances			6.2	4	4	4	4	2	2	3	3	3	2	3	3	1	x	3	3	x
Radioactive substances			7	2	2	2	2	1	1	2	2	2	2	1	2	x	3	x	2	x
Corosive substances			8	4	2	2	1	x	x	x	1	1	1	2	2	x	3	2	x	x
Other dangerous substances and articles			9	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

The numbers and symbols in the table have the following meanings:

1- "must be kept away"

2-" must be separated"

3- "must be kept separate by means of a whole compartment or partition"

4- "must be separated longitudinally by means of a whole compartment or partition passing through it"

x- "there is no interaction"

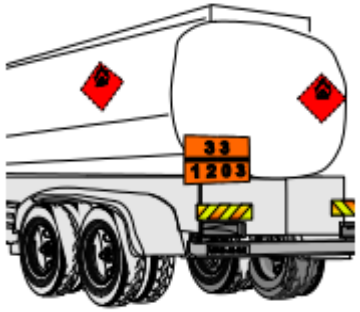
Danger alerts - sources of information

Transport Document

- **UN number**
- **Proper shipping name**
- **Class**
- **Packaging group**
- **Amount of substance**

Packaging

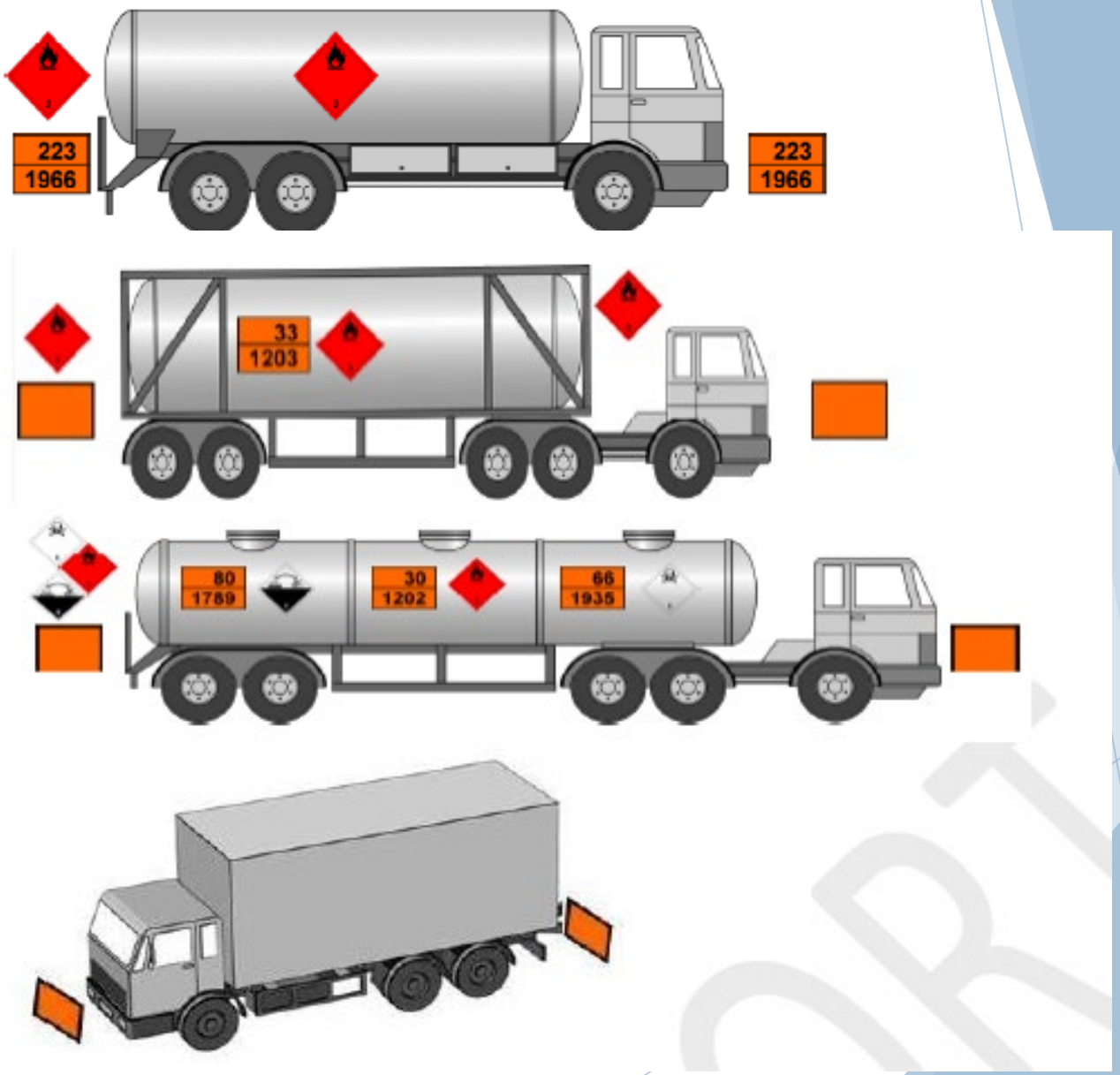
- UN number
- Labels
- Proper shipping name (classes 1,2 and 7)



Vehicle

- **Empty orange plate**
- **Warning labels (classes 1 and 7, container, tank and bulk transport)**
- **Inscribed orange plate, UN and hazard identification number (transport by tank and in bulk)**

TANKER PLACTING



ACTIONS TO BE TAKEN IN CASE OF ACCIDENT OR EMERGENCY

- Activate the brake system, stop the engine and, if possible, disable the battery using the switch.
- Avoid sources of ignition, especially do not smoke and do not operate any electrical devices.
- Call the appropriate emergency services, trying to provide as much information as possible about the incident, accident or substance transported.
- Wear a reflective vest and place warning signs appropriately.
- Have transport documents ready to respond to incoming aid teams.
- Do not walk or touch on substances spilled. Avoid breathing gas, smoke, dust, vapor that may have mixed with the air blown on you.
- When appropriate and safe, use a fire extinguisher to extinguish minor and starting fires in the tyre, brake and engine compartments.
- The vehicle crew must not attempt to deal with fires in the load compartment.
- Where relevant and if safe, the dangerous substance transported using the equipment in the cabin should be prevented from leaking into water sources and sewer systems.
- Move away from the accident or emergency situation. Advise the people at the scene to get away from there and listen and follow the advice of the emergency team.
- Remove your clothes exposed to the transported substance and the protective equipment you use against the transported substance and dispose of them safely.

EMERGENCY ASSISTANCE SERVICES TO CALL

EMERGENCY | FIRE | POLICE | GENDARME

PERSONAL AND GENERAL PROTECTIVE EQUIPMENTS THAT MUST BE AVAILABLE

REFLECTIVE VEST

1 PIECE

ELECTRIC TORCH

1 PIECE

GLOVES

1 PAIR

GLASSES

1 PAIR

EQUIPMENTS THAT MUST BE IN THE TRANSPORT UNIT

Shovel

Drainage cover

Manhole cover

Drip bucket

Wheel chock

1 piece

Reflector

2 pieces

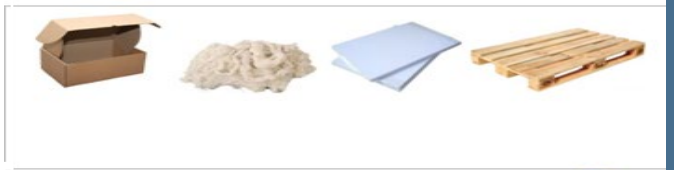
Eye wash liquid

1 piece

FIRE CLASSES

CLASS A

These are fires caused by solid materials such as wood, paper, fabric, coal.



CLASS B

These are fires caused by flammable liquids such as gasoline, diesel, solvent, thinner, alcohol.

CLASS C

These are fires caused by the combustion of various flammable gases such as liquid petroleum gas (LPG), natural gas, hydrogen.

CLASS D

These are fires caused by the combustion of iron derivatives or combustible metals and alloys (such as magnesium, lithium, sodium, cerium).

CLASS E

Electrical fires

CLASS F

Animal and vegetable based edible oil fires. It is the most difficult class to extinguish among fire classes.

EMERGENCE RESPONSE PLAN

If the fire is in facility,

- Inform the Head of the Emergency Crisis Center.
- Inform the facility electrician to cut the power of the facility.
- Check for liquid chemical leakage.
- Call ambulance (112), police (155), gendarmerie (156), fire brigade (110).
- Ensure that everyone, except the staff, is present at the assembly center selected as a safe zone outside the facility.
- Remove the tube and other flammable/explosive products near the fire without putting yourself at risk.
- If the conditions are suitable, respond with the appropriate fire extinguisher.
- Stay away from smoke, do not put yourself at risk.
- Prevent access to the area except for emergency teams.

EMERGENCE RESPONSE PLAN

If the fire is in a vehicle,

- Inform the Head of the Emergency Crisis Center.
- Inform the facility electrician to cut the power of the facility.
- If the fire is large, call the fire brigade (110) immediately.
- Never start the engine of the vehicle.
- If it is not dangerous, approach the fire with the wind at your back, respond with the appropriate fire extinguisher.
- Stay away from smoke, do not put yourself at risk.
- If the fire is in the engine, ask the driver to open the hood.
- Before fully opening the hood, use the fire extinguisher through the hood.

WRONG		CORRECT
	Approach the fire in the direction of the wind.	
	Extinguish the fire from front to back, bottom to top.	
	However, respond from top to bottom on fires with flowing and dripping fuel.	
	Use more than one portable extinguisher together at the same time, not consecutively.	
	Watch out for re-ignition. Extinguish the core residues completely with water.