APM Terminals Liberia

General Security and Safety Principles
INTRODUCTION

This procedure is designed to compliment those already in place by APM Terminals and is not intended to replace or supersede any rules or regulations already in place. You should consult the APM Terminals HSSE Department if in any doubt about any item contained in the procedure.

This procedure clearly states what the minimum responsibilities of shipping lines and ships crews are while berthed at the Quay. Due to the nature of APM Terminals business and inherent risks associated, it is important that everyone follows these minimum safety guidelines. The preservation of health and safety of all personnel is paramount to APM Terminals.

The monitoring and evaluation of this procedure is the responsibility of the HSSE Department. Review of this procedure will take place on a yearly basis, or as deemed necessary.

All line management are responsible for becoming familiar with the process outlined in the procedure. While APM Terminals will make every effort to ensure that shipping lines and ships are keep informed of any changes, it is also their responsibility to regularly check for updates. Further advice can be sought from the HSSE Department regarding any ambiguity in these procedures.

Contact List

<table>
<thead>
<tr>
<th>Designation</th>
<th>Telephone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>HSSE Manager</td>
<td>+231 676 5184</td>
<td><a href="mailto:dean.tillbrook@apmterminals.com">dean.tillbrook@apmterminals.com</a></td>
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<td><a href="mailto:joan.blawah@apmterminals.com">joan.blawah@apmterminals.com</a></td>
</tr>
<tr>
<td></td>
<td>(Not 24 Hours)</td>
<td></td>
</tr>
<tr>
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<td>Radio: Marine Channel 16</td>
</tr>
<tr>
<td>Captain Hill</td>
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<td></td>
</tr>
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</table>
APM Terminals issues identification cards to its own personnel and allows access to other pre-approved companies and agencies as required. All applications for permanent or temporary access must be made through the sponsoring department, who will approve the application through the HSSE department.

Prior to gaining access to the APM Terminals concession area; all personnel must be in possession of a NPA port pass. This pass is required for all personnel and companies wishing to do business within the port. APM Terminals is not responsible for obtaining NPA Port Passes for personnel or companies and will only provide general information to personnel or companies that it works with in an effort to assist them in obtaining such passes. Any contractor company wishing to do business with APM Terminals should consider that it is a requirement of their contract to obtain their own passes.

All visitors wishing to gain access to the terminal must inform the person they are visiting, a minimum of 24 hours in advance, who will request access through the HSSE department.

Shipping lines and contractors are not permitted to bring visitors on to the terminal. All visitors must be notified to the Operation department and or the HSSE department and must be booked in through the gate. Failure to do may result in confiscation of permanent access passes.

Cameras are not permitted on the Terminal without prior notification and approval through the HSSE department. Likewise the taking of photographs is not permitted without prior approval.

PARKING WITHIN THE TERMINAL
As a rule, parking is only allowed in the main car park located near to the operations building. Cars are not permitted to park in any other location unless pre-approved by the HSSE Department. The following rules are also applicable:

- Vehicles that are illegally parked may be forcibly removed and the driver & passengers permanently banned from APM Terminals.
- Motorcycles and any form of roofless vehicle are banned and not permitted on the terminal.
- Personnel are not permitted to move around in a vehicle unless they are seated and secured by a seat belt. This means that riding in the back of a pick-up truck or other such vehicle is not allowed.
- The operator of a vehicle is responsible for the people and goods carried in his/her vehicle. They are also responsible for their errors or omissions and any damage caused to APM Terminals property or equipment.
- The granting of vehicle access is based on actual need only, as the number of parking spaces is limited. APM Terminals may be required to revoke parking privileges at any time without cause or notice.

DELIVERIES TO SHIPS AND SERVICE TRAFFIC
All deliveries and service traffic (garbage collection, etc) must be notified, in writing, to HSSE department at least 24 hours in advance. All vehicles will be required to book in at the gate and drivers must posses a form of photo ID.

At the gate, delivery personnel must produce a document such as a waybill, order confirmation or some other reliable document as this will be required by local police officials stationed at the gate.
PPE

APM Terminals is not responsible for issuance of PPE to any outside agency or party. APM Terminals issues PPE only for its own staff only.

Efforts are made to secure flexible movement of crewmembers to and from their ship. To aid in this, ships are required to notify the HSSE department of their crew lists. Crew lists will be held at the main entrance gate. Crew wishing to enter or leave the terminal should identify themselves to security to be able to prove their identity by producing their seaman’s passport or an ordinary passport.

It is the responsibility of ships to ensure that accurate crews lists are deposited with the HSSE department. It is in the best interests of ships crews to check with security that there is name on the crew list prior to exiting the terminal. Any person displaying a seaman’s passport or an ordinary passport who is not on a crew list will not be permitted access. In such a situation, arrangements will have to be made to contact the HSSE Department and have a senior ships officer meet them at the gate to verify their identity.

At APM Terminals, crews must pass to and from their ship through the entrance gate only. No access is permitted through any other gates, these are for official government and emergency services only.

At the request of the ships captain, family members of the crew may visit. The ships captain is required to notify the HSSE Department in advance and provide a member of the crew to meet and escort their visitor. All ships crews are required to follow the minimum PPE standards as listed below. Personnel are not permitted to walk through APM Terminals without this minimum requirement.

<table>
<thead>
<tr>
<th>Requirement Level</th>
<th>Description</th>
<th>Manufacturing Standards</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Minimum</td>
<td>Safety Helmet</td>
<td>BS EN 397:1995</td>
<td>Safety helmets will be provided by HSSE to visitors, but not to contractors. Helmets are required to be manufactured to a relevant international standard. Aluminium or metal helmets is not permitted, neither is the painting of helmets as this may cause a degradation of the material.</td>
</tr>
<tr>
<td>Minimum</td>
<td>Safety Boot/shoe</td>
<td>BS EN ISO 20345:2004</td>
<td>Safety footwear are required to manufactured to a relevant international standard. The traction of the boots shall not be compromised and shall meet basic construction criteria of: steel/composite toe, leather/durable material, slip resistant, aggressive traction, etc.</td>
</tr>
<tr>
<td>Minimum</td>
<td>Hi-Visibility Work Vest</td>
<td>BS EN 471:2003</td>
<td>Required to be manufactured to a relevant international standard and consist of 0.5m2 fluorescent material and 0.13m2 reflective material.</td>
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</table>
SHIP SECURITY

APM Terminals is not responsible for the security of the waterways. While APM Terminals makes every effort to ensure the security of the quayside, all ships captains are advised to take additional security measures while berthed, which includes:

- Maintaining a full gang way and deck watch which pays particular attention to the mooring and anchor lines. It is advised that properly trained security personnel are used for this.
- Ensure that those personnel responsible for security have the contact details and are in contact with the Liberian Sea Port Police as well as APM Terminals Security personnel.
- Report all suspicious activities to the Liberian Sea Port Police and APM Terminals Security Personnel.

APM Terminals can make additional security personnel available for ships berthed at the facility. Full details and costs are available from the HSSE department.

SHIP SAFETY

APM Terminals operates a vessel inspection program for all ships berthed at the facility. Prior to the commencement of loading or unloading operations an inspection will be carried out between the duty safety officer, the vessel supervisor and a ships representative. Ships are asked to cooperate in these inspections as they are designed to identify residual hazards and bring forward improvement notices. Further to this, it is important that all personnel working on the ship are made aware, so as to avoid, an residual hazard that may be present.

After the inspection has been carried out and remedial action taken on any serious immediate hazards operations shall commence as normal. During the operation, we encourage ships crew to report to us any near miss, incident or accident that may occur. The purpose of this is not to assign blame, but rather to ensure that such things do not happen again.

SECURITY CHECKS

All personnel, visitors or any person on the terminal can be subjected to security checks in order to detect any illegal weapons or objects and harmful substances, or for the detection of crime. The purpose of the checks is to prevent any acts that may cause loss or damage to ships, port security areas or persons staying there. Random security checks will be made of vehicles and personnel entering and exiting the terminal.

Anyone may be subjected to a security check in the terminal.

IDENTIFICATION

One of the key points in enhancing security is an easy identification of people who have lawful business on the terminal. This applies to all persons present in security areas and port facilities. For this reason, everybody should carry a visible picture ID, ships crews should ensure that they carry their seaman's passport or an ordinary passport at all times.
APPENDIX A: PERSONAL PROTECTIVE EQUIPMENT (PPE).

Safety helmets must be worn at all times when walking on the terminal. Helmets are required to be manufactured to a relevant international standard such as BS EN 397:1995 (Specification for industrial safety helmets) or (ANSI Z89.1-1997). Aluminium or metal helmets is not permitted, neither is the painting of helmets as this may cause a degradation of the material.

Safety footwear will conform to BS EN ISO 20345:2004 (Personal protective equipment. Safety footwear) (ANSI Z41-1999) or equivalent and must be worn at all times on the terminal. The traction of the boots shall not be compromised and shall meet basic construction criteria of: steel/composite toe, leather/durable material, slip resistant, aggressive traction, etc.

Staff, Ships crews and visitors when not wearing coveralls with reflective stripes to a standard, must wear high visibility vest in accordance with BS EN 471:2003 (High-visibility warning clothing for professional use, Test methods and requirements) or (ANSI/ISEA 107-1999). This must be at least Class 2 or above.
### Class 2
**Intermediate Level of Protection**

- Sleeveless waistcoats, tabards, bib and brace trousers
- 0.5m² fluorescent material
- 0.13m² retroreflective material

### Class 3
**Highest Level of Protection**

- Coats and jackets with sleeves, coveralls, two piece suits
- 0.8m² fluorescent material
- 0.2m² retroreflective material