

# **Ship Approval Procedure (SAP) at the Fluxys LNG Terminal Zeebrugge**

This procedure informs all (potential) Shippers by outlining the steps required for the approval of LNG vessels to unload or load at the Fluxys LNG Terminal at Zeebrugge.

The procedure is in line with the “GLE LNG Ship Approval Procedure” established by the Gas LNG Europe association of LNG Terminal Operators.

## ***STEP 1: Request for Ship Approval and preparatory information exchange***

When a Shipper intends to use an LNG vessel which has not yet been approved and is therefore not mentioned on the “List of Approved Ships for the Zeebrugge LNG Terminal”, the Shipper has to fill out the “Request for Ship Approval”. A Request for Ship Approval will only be accepted when the form is completed and asked by a Shipper.

As soon as the Request for Ship Approval has been posted, the Fluxys Commercial Department will contact the Shipper’s contact person. Fluxys Commercial Department shall notify the Shipper and LNG Terminal ship-shore team if the “Ship Approval Procedure” can be started.

In case the Ship Approval Procedure has been granted, the information exchange between Terminal Operator and Shipper can take place. The main objective is to gather all necessary information to determine the compatibility of the LNG Ship to berth at the LNG Terminal.

### **Step 1.1 Information made available by the Terminal Operator to the Shipper**

The LNG Terminal ship-shore team will send an e-mail to the Shipper containing:

- The ship-shore interface checklist mentioning all required LNG vessel data
- The necessary Terminal data to perform a mooring calculation note

### **Step 1.2 Information to be submitted by the Shipper / ship owner to the Terminal Operator**

The Shipper or ship owner shall make sure that all data mentioned on the ship-shore interface checklist are sent to the Terminal Operator well in advance. Therefore it is recommended that Fluxys LNG had received all necessary data 14 days prior the Ship-Shore preliminary meeting (step 2.2)

## ***STEP 2: Ship-Shore Interface Study and Ship-Shore Safety and Security Interface Meeting***

### **Step 2.1.**

As soon as all required and relevant information has been received by the Terminal Operator, a Ship-Shore Interface Study will be carried out by the LNG Terminal ship-shore team.

### **Step 2.2.**

After the study phase, a Ship-Shore Safety and Security Interface Meeting will be scheduled at the offices of the LNG Terminal in Zeebrugge. All involved parties shall be present:

- A representative of the Shipper
- The representative(s) of the ship owner/ship manager
- The LNG Terminal ship-shore team
- The harbour master of Zeebrugge
- A representative of the pilot services
- A representative of the tugboat services
- A representative of the linesmen
- The shipping agent (facultative)

The agenda of this meeting will be the following:

1. Overview of the “General measures of nautical management”
2. Discussion about the mooring arrangement and “Optimoor® Calculation Note”, check of the certificates of the ropes and tails
3. Discussion and determination of the towing arrangement for the tugboats (towing procedure)
4. Overview of the Ship-Shore Safety and Security Procedure
5. Overview of the ship-shore safety interface plan of the LNG ship: discussion about the technical interfaces such as the instrumentation link, the gangway, the manifold and HFO configuration...

In the case the outcome of this Ship-Shore Interface Meeting is positive, meaning there are no hold-points or missing data, the LNG vessel will be approved for an (un)loading test (T): the harbour master and a representative of the LNG Terminal ship-shore team will sign for approval the mooring arrangement of the LNG vessel. This document counts as an official approval by Fluxys LNG and the harbour of Zeebrugge of being compatible to berth and perform an unloading (or loading) test at the Fluxys LNG Terminal within a period of 3 years after signing the document.

### ***Step 3: Ship Safety Inspection***

The Terminal Operator may require an LNG Ship Safety Inspection (vetting) prior to the first berthing of the LNG Ship at the LNG Terminal. This inspection will be performed by an endorsed inspector according to the Safety Inspection Guidelines accepted by the Terminal Operator. The ship owner must address the deficiencies and observations with appropriate comments and corrective actions.

The Shipper shall promptly notify the Terminal Operator if any of its LNG ships has been rejected or has failed a Ship Safety Inspection at another LNG Terminal. All relevant technical details and information must be provided in that respect.

During the (un)loading test, the Terminal representative may request to review certain reports in “data room” format, such as the latest inspection and/or vetting reports, the OCIMF/SIRE report and logbooks related to LNG cargo and LNG cargo system.

### ***Step 4: (Un)loading test and Ship Approval***

Depending on the outcome of the previous steps, an LNG ship may either be rejected (R) or approved for an (un)loading test (T) within a period of 3 years after signing the mooring arrangement. If the LNG vessel has not called the LNG Terminal in this time window, the Ship

Approval Procedure has to be started again when the ship is scheduled to berth at the LNG Terminal.

In the latter case, an unloading (or loading) test at the LNG Terminal will be permitted and conducted to verify the ship-shore compatibility. Before starting the cargo operations, a pre-discharge meeting shall be held on-board. During this meeting:

- a review and validation of the Ship-Shore Safety and Security Procedure shall be completed
- the latest version of the Ship-Shore Safety and Security Procedure shall be signed by the LNG ship's master and the Terminal representative
- a printed version of the Ship-Shore leaflet will be handed over to the LNG ship's master
- the "ISGOTT Ship-Shore Safety Checklist and Guidelines" shall be checked and signed by the LNG ship's representative and the Terminal representative

Eventually the cargo transfer operations can take place.

Depending on the findings of the (un)loading test, the Terminal Operator shall decide if:

- the LNG ship will not be accepted at the LNG Terminal in the future (R)
- the LNG ship will be accepted in the future for another (un)loading test (T) pending on the implementation of corrective actions to the LNG ship provided by the Terminal Operator
- the LNG ship is approved to berth and (un)load at the LNG Terminal for a period of 3 years (A), without being subjected to further tests

### ***Step 5: Ship Approval follow-up***

If the LNG vessel has undergone a satisfactory (un)loading test at the LNG Terminal, the vessel's name will be added to the "List of Approved Ships for the Zeebrugge LNG Terminal". This list will be kept up-to-date at all times. The approval period of three years is automatically extended by a period of three years as soon as the ship berths at the LNG Terminal in the approval period, meaning the approval period expires three years after the last call.

During the approval period, the Shipper shall promptly inform the Terminal Operator of any modifications to the LNG ship related to either technical, safety and/or managerial issues. Based on these modifications, the Terminal Operator shall assess if the LNG ship requires a new approval or not.

The Terminal Operator may require any additional safety and technical inspections, in order to check the continued compliance of the LNG ship with safety and/or operational requirements of the LNG Terminal. These inspections may occur during the berthing time at the LNG Terminal or at any other time and place.