



Terminal Information Book (TIB)



This Terminal Information Book (TIB) is presented to you prior to the commencement of cargo handling activities. We expect you to carefully follow and carry out the instructions in the book.

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Introduction

Welcome

Welcome to HBTM. This document contains general information about HBTM and everything you need to know about completing your work safely and efficiently. Working at HBTM means taking an integrated approach to safety, environment and quality. When it comes to the regulations included in this booklet, we rely on your close cooperation during your stay at our terminal.

All persons entering the HBTM facility must comply with our guidelines, which you can view here:

<https://HBTMbulk.nl/wp-content/uploads/2021/02/Regulations-for-visitors-HBTM.pdf>

Forms

Please note that the following forms are mandatory. Operational cargo handling will not commence until these forms have been completed correctly. If you do not provide HBTM with all of the necessary official documents, we will be obliged to report this to the authorities.

We advise you to keep a copy of these forms for your administration. If necessary, you will be provided with additional forms during discharge/loading.

[BLU Code Master](#) (pre arrival ship)

[BLU Code Terminal/Agent](#)

[Ship shore safety checklist](#)

[Final Declaration](#)

[Declaration of HBTM Regulations](#)

[Cargo information form for Solid Bulk Cargoes](#)

Emergencies

All incidents (dangerous substances, accidents, collisions, damages, fire, etc.) must be immediately reported to the security staff member by calling the alarm number.

Alarm number 0031 181 243 555

- ✓ Unsafe situations should be flagged immediately and reported to the operational department. This report should be confirmed in writing.
- ✓ Third parties must report accidents/near-accidents occurring at the HBTM terminal site in writing to the operational department within 24 hours.
- ✓ Any damage to HBTM property caused by employees of third parties must be reported immediately in writing to the operational department.

Alarm/evacuation signal

If you hear the slow whoop alarm/evacuation signal, follow the instructions given by the crisis centre.

Please note: public warning sirens throughout the Netherlands are tested at exactly 12.00 noon on the first Monday of every month. These sirens sound for 1 minute and 26 seconds without interruption. Because this is a test signal, there is nothing to worry about.

Representation

The person who is handed over this Terminal Information Book (“**TIB**”), guarantees by signing this TIB that it is duly authorized to represent the ship and/or its owner and/or the company on whose behalf he/she is entering the HBTM facilities, hereinafter referred as the “**Ship’s Representative**”.

Communication

Our Production Coordinator is responsible for discharging and loading operations in accordance with the requirements of the International Maritime Organization BLU Code, as well as for communications about the loading/discharging plan and completing the safety checklist. The Production Coordinator is always present during loading and discharging operations and is responsible for contact between the ship’s officers and the machine operator.

Complying with agreements

All vessels entering the Port of Rotterdam must comply with the Rotterdam Port Regulations.

<https://www.portofrotterdam.com/en/legislation-and-regulations>

This terminal information book has already been emailed to your agency. On arrival at the terminal, the TIB is also handed over to the Ship’s Representative, who will be requested to sign for receipt. Additionally, signature of the Ship’s Representative is requested on a statement that the instructions mentioned will be followed and carried out. Stevedoring operations will not start before this statement is signed and handed over to the Terminal Representative.

The ship will be visually inspected with respect to the following before operational cargo handling commences:

Safeguards, ladders, etc. are not in order

- ✓ An exemption for repair is given until the next voyage. The ship’s officer must sign a statement agreeing to this.
- ✓ An exemption is provided for a specific period (in hours), giving the ship’s officer the opportunity to correct the defects mentioned.
- ✓ If the defects are serious, loading/discharging may not start (or will be suspended) until the defects have been repaired.
- ✓ If access to the hold is not sound and safe and cannot be rectified within a short period, HBTM may refuse to trim the hold completely.
- ✓ Any extra costs involved in making the hold safely accessible will be entirely for the account of the Vessel.

Inadequate lighting

- ✓ HBTM can hire additional lighting devices at the cost of the vessel.
- ✓ Decks must have adequate lighting, at a minimum of 8 lux.
- ✓ Access to shafts must have adequate lighting, at a minimum of 8 lux.
- ✓ Lighting in holds must be at a minimum of 20 lux.

Discharging vessels

All vessels to be discharged must be ‘self-trimming’. HBTM may refuse to discharge cargo that is out of reach of the grab or remains in the open frames, open frame food spaces or open brackets. If the

‘open brackets voucher’ is signed by the chief mate or master, all cargo will be discharged entirely from the cargo hold.

Protruding bilge covers or bilge covers that are not fastened to the tank top, or which are mislaid during discharging, will not be returned.

General

It is not permitted to leave gas cylinders, chemicals or waste material on the quay. Any costs incurred for the removal of these cylinders will be charged to the vessel.

On all operations the BLU Code is applicable.

General information	Laurens haven Terminal	Europoort Terminal
<i>Country</i>	The Netherlands	The Netherlands
<i>Rotterdam Port number (general)</i>	4310	5820
<i>Name of port facility</i>	HBTM – Laurens haven	HBTM – Europoort
<i>Type of port facility</i>	Bulk Stevedoring	Bulk Stevedoring
<i>Address</i>	Montrealweg 50	Elbeweg 117
<i>Postcode</i>	3197 KH	3198 LC
<i>Place</i>	Botlek – Rotterdam	Europoort – Rotterdam
<i>Terminal representative</i>	Production Coordinator	Production Coordinator
<p>Click the link below to view a map of the entire Port of Rotterdam area.</p> <p>https://portofrotterdam.maps.arcgis.com</p>		
Communication		
<i>Internal HBTM emergency number</i>	0031 181 243 555	
<i>External emergency number</i>	112	
<i>Email</i>	planning@HBTMbulk.nl portierlh@HBTMbulk.nl	
<i>VHF</i>	Private trunking network	
<i>Production coordinator 24/7</i>	0031 622 221 546 (St. Laurens haven) 0031 651 254 955 (Europoort)	
PFSO		
<i>Name</i>	W. van der Laan	
<i>Function</i>	Safety – Security Manager	
<i>Phone</i>	0031 181 258 185	
<i>Mobile phone</i>	0031 644255175	
<i>Gatehouse</i>	0031 181 243 500	
<i>Email</i>	w.van.der.laan@HBTMbulk.nl	
Working times		
<i>Shift times</i>	07.30 – 15.30 / 15.30 – 23.30 / 23.30 – 07.30	
<i>Meal breaks</i>	11.30 – 12.00 / 19.30 – 20.00 / 03.30 – 04.00	
Security system		
<i>Security plan available</i>	ISPS location PFSP available (on wHBTMite) Port facility no. Laurens haven NLRTM-0395 pso 95-1 Port facility no. Europoort NLRTM-0410 pso 95-3	

Access control at gate	Laurens haven Terminal	Europoort Terminal
<i>Number of gates</i>	2 (two)	1 (one)
<i>Type of barrier</i>	movable barriers	movable barriers
<i>Gate controlled</i>	by camera and movable barrier	by camera and movable barrier
<i>Checking procedure</i>	entry check all persons	entry check all persons
Video supervision	Laurens haven Terminal	Europoort Terminal
<i>Area covered</i>	at the gate and partly on the terminal site	at the gate and partly on the terminal site
General supervision	Laurens haven Terminal	Europoort Terminal
<i>Baggage check screening</i>	Possible	Possible
<i>Port facility workers at port facility</i>	30-60 depending on quantity of work	20 depending on quantity of work
Pilot station	Laurens haven Terminal	Europoort Terminal
<i>Distance</i>	About 25 kilometers	About 7 kilometers
<i>Max speed</i>	Set by the port authorities	Set by the port authorities
<i>Locks/bridges/canal</i>	None	None
<i>Tidal restriction</i>	Yes/depends on draft and length of vessel	Yes/depends on draft and length of vessel
Surrounding area and harbour basin	Laurens haven Terminal	Europoort Terminal
<i>Ashore</i>	concrete terminal construction without jetty passage to the gate via quay and terminal roads	jetty connected to shore, distance about 300 meters

Technical details Laurens haven Terminal – Botlek Area	
Average water density 1,002 t/m³	
<i>Laurens haven/loading – unloading berth for seagoing vessels</i>	
Port numbers 4308 – 4314	
Main quay length 825 meters	
<i>Botlek/barge – coaster loading berth</i>	
Port numbers 4306 – 4307	
Quay length 180 meters	
<i>Botlek/loading – unloading berth for seagoing vessels and barge coaster berth</i>	
Port numbers 4300 – 4305	
Quay length 647 meters	
Quay height	: about 4 meters – NAP
Type of berth	: terminal to accommodate bulk carriers
Maximum length	: 200 meters
Technical details Europoort Terminal - Europoort Area	
Average water density 1,015 t/m³	
<i>Europoort/loading – unloading berth for seagoing vessels</i>	
Port numbers	: 5820 – 5827 & 9786
Main quay	: length 220 meters
Type of berth	: jetty outside 2 x 229 meters everywhere, south and north)
	: jetty inside
Quay height	: about 4 meters

Loading and discharge equipment - Laurens haven terminal
2 x 32-tonne grab gantry cranes Outreach 40 meters Operational air draft 20 meters 1 x 16-tonne grab luffing crane Outreach 27.5 meters Operational air draft 29 meters 1x shore crane WLL 50 tonnes Outreach 51.8 meters Operational air draft 26 meters (based on 51-meter outreach)
Loading and discharge equipment – Europoort terminal
2 x 36-tonne floating cranes Outreach 30 meters Operational air draft 31.5 meters 1 x 16-tonne floating crane Outreach 29 meters Operational air draft 29 meters 1 x floating weighing tower

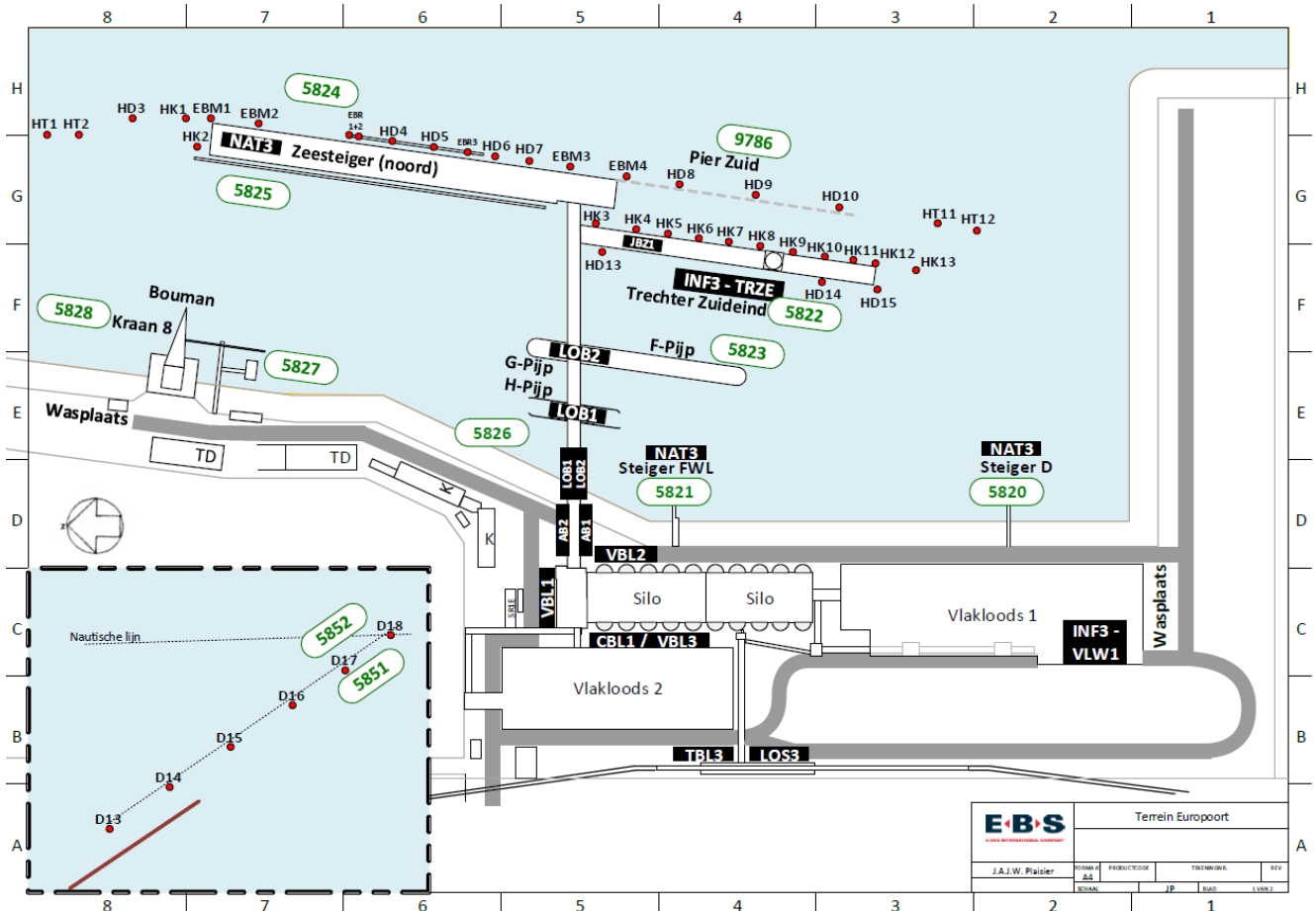
Overview HBTM Equipment movements					
	Rail mounted	Mobile	Floating	Slewing	Luffing
MAN 1	gantry				
MAN 2	gantry				
Kraan D					
Eagle 1					
Friendly Giant 1					
Gigant 2					
Gemini 2					
Loading / unloading rates are different per type of product (is mentioned in your pre arrival form)					

Storage	St. Laurens haven Terminal	Europoort Terminal
Ground storage	210,000 m ² , fully paved	
Covered storage	550,000 m ³	150,000 m ³
Rail car handling	Various options for loading railcars	Various options for loading and discharging of railcars
Truck handling	Various options for loading trucks	Various options for loading trucks

Location and layout

Port numbers, mooring points – no obstructions

Europoort terminal Including boulder numbers and/or mooring equipment.

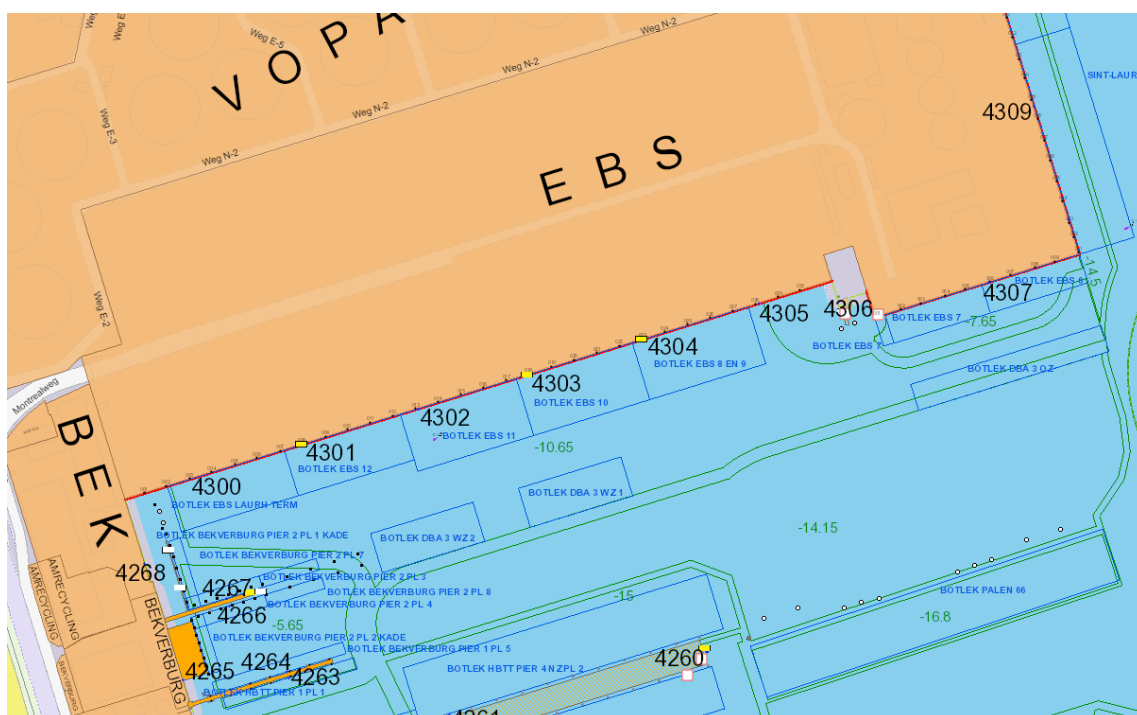
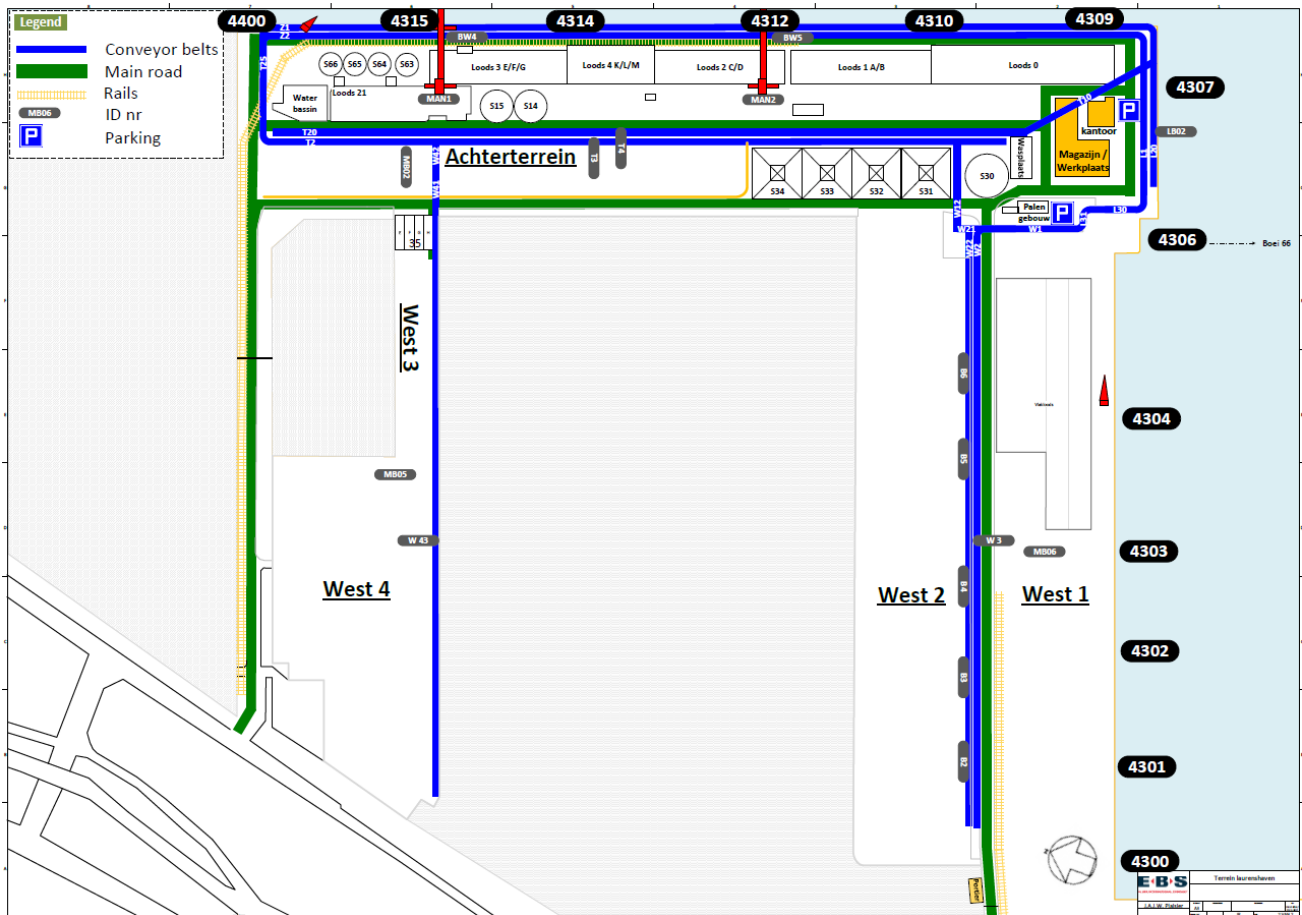


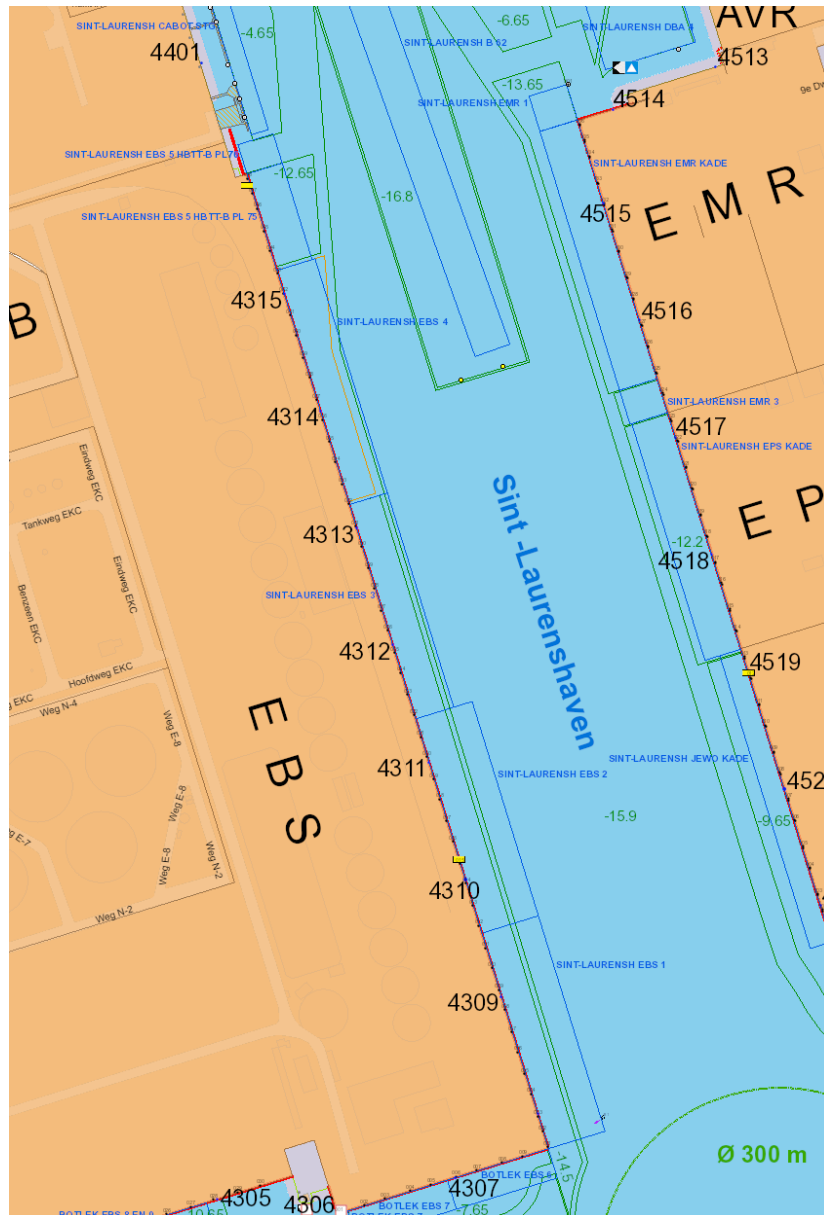
Harbour	Berth	Port no.	Depth (m. NAP)	Depth (m. LAT)	Vessel size
Beneluxhaven	Jetty North outside	5824	16.65	15.65	229 x 32.5
	Jetty South outside	9786	16.65	15.65	229 x 32.5
	Jetty North inside	5825	12.30	11.30	135 x 15
	Jetty South inside	5822*	7.65	6.65	100 x 14
	Jetty F	5823*	7.65	6.65	100 x 14
	Jetty FWL (5)	5821	<i>inland shipping</i>		
Elbehaven	HBTM Bouman Jetty	5827	4.65	3.65 x 12.5
	Dolphin inside	5851	16.10	15.10	250 x 46
	Dolphin outside	5852	18.65	17.65 x 10

*Coasters 100 - 120 meters needs permission by HCC Port of Rotterdam. Requires bow thruster. Tugboats are not allowed.

Laurens haven terminal

Including boulder numbers and/or mooring equipment.





Harbour	Berth	Port no.	Depth (m. NAP)	Depth (m.LAT)	Vessel size
St. Laurens haven	HBTM 1	4308-4309	14.50	13.70	295 x 48
	HBTM 2	4310	14.50	13.70	295 x 48
	HBTM 3	4312	14.50	13.70	230 x 38
	HBTM 4	4314	13.65	12.85	230 x 30
	HBTM 5	4400	12.65	11.85	230 x 30
	Bouys 62	478	16.80	16.00	260 x
Botlek CG	HBTM 6	4307	7.65	6.85	125 x 20
	HBTM 7	4306	7.65	6.85	125 x 20
	HBTM 8/9	4304	10.65	9.85	200 x 29
	HBTM 10	4303	10.65	9.85	200 x 29
	HBTM 11	4302	10.65	9.85	200 x 29
	HBTM 12	4301	10.65	9.85	200 x 29
	HBTM LH	4300	10.65	9.85	180 x 29

	Bouys 66	4306	16.80	16.00	250 x 44
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(Over the tide-) loading and unloading operations

On every incoming or departing voyage of a sea-going vessel with a draft exceeding the max. draft of a port number, HCC will make a decisive judgement whether the vessel can reach/depart the berth with sufficient water depth.

General rules

ISPS Code

In compliance with the **ISPS Code** the following procedures must be followed:

All persons entering the HBTM facility must comply with our guidelines as set out in this TBI. The ISPS international security regulations apply at HBTM, which means that visitors, suppliers or contractors must notify security of their visit at least 24 hours in advance.

The Ship's Representative must provide the Port Facility Security Officer (PFSO) with a crew list. When the crew changes a new list must be given.

Any other agreements must be made between the Ship's Security Officer (SSO) and the PFSO.

The terminal or the vessel can decide to use a Declaration of Security (DOS).

Complementary regulations

- Under all circumstances the 'General conditions for storage and transshipment' by HES Bulk Terminal Maasdelta B.V. in its last version deposited at the Registry of the District Court Rotterdam (the "**General Conditions**") are applicable.
- In order to comply with the General Conditions, this TIB and all other relevant regulations cited in this TIB regarding safety, anyone who enters or finds himself/herself on HBTM premises should behave in such a manner that the general safety of persons or goods are not endangered.
- By signing this TIB, the Ship's Representative declares that he's fully aware that delay or interruption in the progress of its work as a result of compliance with HBTM' regulations, as referred to in this TBI, cannot be accepted as a reason for late delivery or result in concessions by HBTM in money or work.

Not complying with regulations

If orders or instructions are not followed or the General Conditions, this TIB and all other applicable regulations have not been complied properly HBTM preserves the right to:

- remove the involved person(s) from HBTM premises or floating installations and deny any further (or future) permission to HBTM premises or installations.
- stop the present work without accepting any possible liability for consequences for involved employees, agents/servants or any other person involved/related to the vessel.

Liability

Everyone who finds himself/herself on the HBTM premises, installations or moored vessels and/or floating installations;

- is there, and with him/her the belonging transport resources and goods, entirely at own risk. HES Bulk Terminal Maasdelta B.V. and HBTM-personnel do not accept any responsibility for damages or losses;
- shows by being there that he/she is aware of the content and accepts the provisions as described in this TIB and the applicable regulations.

Indemnity

The Ship's Representative commits itself and the person or company on whose behalf it is entering the HBTM facilities, to indemnify HBTM from all claims of third parties, its own employees and agents/servants included.. If these claims are connected to actions and/or activities and/or negligence of the Ship's Representative, its employees or its servants/agents or any person/company related to the Ship's Representative or the represented company or person, the Ship's Representative and the person or company on whose behalf it is entering the HBTM facilities are jointly and severable liable for all damage and costs resulting from this.

Damage

HBTM's Production Coordinator (Proco) is authorised to settle any damage. Any damage caused by the stevedores must be reported to the boatswain on duty immediately. The boatswain will inform the Proco, who will then sign the damage report. If HBTM is at fault, repairs will be made either immediately or at a later stage by mutual agreement.

Delivery of goods

- Any goods delivered for the vessel must be removed from the terminal immediately.
- Any goods left behind will be removed at the vessel's expense.
- No cars are permitted on the quay.
- It is only possible to deliver goods via the quay if they can be transported manually using the special safe 'underpasses' as indicated.
- Bunkering of fuel and drinking water and delivery of goods (including heavy goods) can be carried out on the water side of the vessel, but this may not affect discharging/loading. These activities may only be undertaken upon request by the agent and following approval by HBTM.

General safety and environmental rules

Safety

It is the responsibility of a vessel to comply with the following requirements in order to preserve the safety of HBTM personnel on board the vessel:

Safe access to the vessel

- ✓ Sturdy gangway with handrail or a ladder with a strong safety net underneath, and a lifebuoy on board at the access point.
- ✓ The height difference between the quay and gangway during loading and discharging and tidal movement must not exceed 25 cm.
- ✓ The gangway should not be underneath nor within the range of a moving grab unloader or loading machine.
- ✓ There should be adequate lighting, at a minimum of 8 lux.

In some cases, it may be impossible to place a gangway out of range of the grab unloaders. The HBTM Terminal Representative will decide whether this is acceptable on a case-by-case basis.

Accessibility of decks

- ✓ Decks must have adequate lighting, at a minimum of 8 lux.
- ✓ Decks/platforms leading to holds must be easily accessible and free of obstacles.
- ✓ Where necessary, the decks must have sound railings.

Access to holds (only for discharge)

- ✓ A fixed hold ladder fore and aft of the hold, safe and well-maintained.
- ✓ Platforms must have railings.
- ✓ Access to the hold must be via an enclosed shaft, free of noxious gases and with adequate ventilation.
- ✓ Access to shafts must have adequate lighting, at a minimum of 8 lux.

Holds

- ✓ The holds must be suitable and safe for stevedoring operations.
- ✓ Before discharging, any potentially hazardous objects or objects forming an obstacle to discharging should be removed or flagged.
- ✓ Lighting in the hold should be at a minimum of 20 lux.
- ✓ The floor of the hold should be completely level.

Please note that trimming of holds is done manually, with the help of wheel loaders using a vibrating plate when necessary.

Hatches

HBTM will remove spillage from the hatch covers. Hatches should therefore be surrounded on four sides by a safe, sturdy rail with stanchions. The hatches must also be secured to prevent unexpected movements; if they are not, then HBTM will not remove the spillage.

Loading/discharging plan

Before loading/discharging, an agreed loading/discharging plan must be submitted to the Terminal Representative. Changes to the plan should comply with the BLU Code.

Deballasting

No terminal limits on deballasting. Please be careful with barges alongside.

Deck obstructions

Minimal clearance between deck obstruction – not applicable.

Weighing

Weight determination will be done by weighing towers, certified weighing systems, draft surveys, gauges, weighing bridges or indicative weighing systems.

OBO/OOC

Before discharging/loading, a valid gas-free certificate must be submitted to the Terminal Representative.

OBO/OOC with indemnity

Before discharging, a valid certificate of indemnity must be submitted to the Terminal Representative.

Slops

Discharging of any slops on board the vessel is not permitted at HBTM Terminals.

Repairs

It is strictly forbidden for any repairs requiring on-board 'hot work', including in the engine room, to be carried out alongside our installations. Any repairs to be carried out require special permission from the Terminal Representative and the Port Authority.

Environment

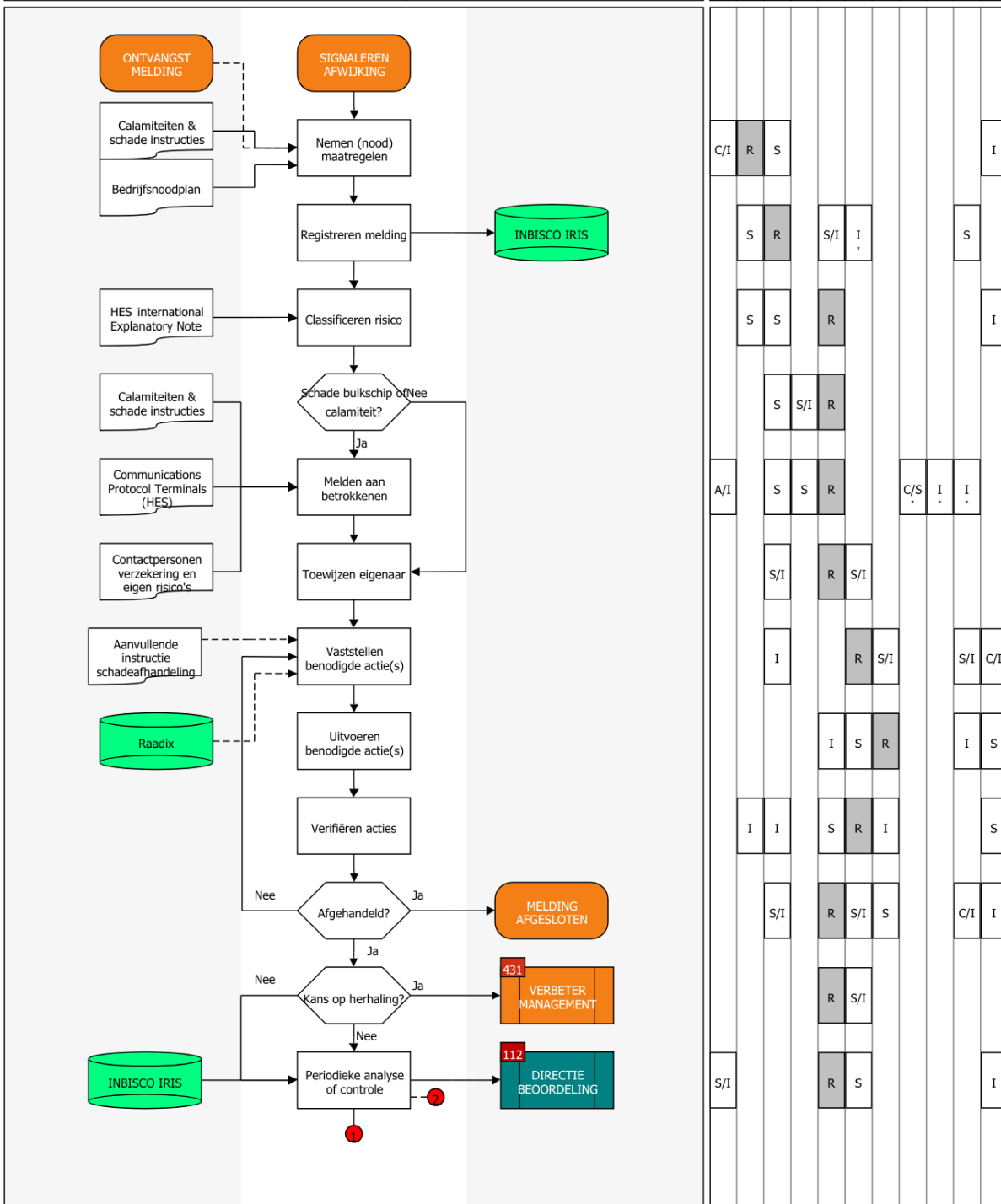
The care for people and environment has an important part to play at HBTM, not only for the people who work at our terminals but also of course for our neighbourhood. HBTM complies with all (local) government regulations as laid down in various plans and documents by the Port of Rotterdam. The vessel, which includes the Ship's Representative and all its employees and/or persons/companies related, ("**the Vessel**") is obliged to comply with these regulations as well. The regulations can be found on:

<https://www.portofrotterdam.com/en/legislation-and-regulations/ships-waste>

<https://www.dcmr.nl/english/dcmr-rijnmond-environmental-service>

Annex1 – Control non conformities

HES bulk for life	Proces 421 - BEHEERSEN AFWIJINGEN		
	Eigenaar Terminal Manager		
Doel Het beheerst afhandelen van afwijkingen en inzicht krijgen in structurele afwijkingen.	Versie 2.60	Datum 26-02-2025	Status Goedgekeurd
Toepassingsgebied Alle geconstateerde incidenten, ongevallen, schades, claims, product afwijkingen en klantklachten.	R esponsible A ccountable S upporting I nformed		



Management Team	Leidinggevende	Melder	Portier	Meldingcoördinator	Meldings eigenaar	Actienemer	HES International	Derden	Agent/klant	GMP+ Feed Safety Team
C/I	R	S								I
	S	R		S/I	I				S	
	S	S		R						I
			S	S/I	R					
A/I		S	S	R			C/S	I	I	
			S/I		R	S/I				
			I		R	S/I			S/I	C/I
					I	S	R		I	S
	I	I			S	R	I			S
					S/I					
					R	S/I				
					R	S				
S/I										I

Roles for each step in the process

IDENTIFY DISCREPANCY

Register report

Description: If the employee does not have access to IRIS, they can request support from their manager. In the event of emergencies, registration can also take place afterwards.

Persons involved:

Manager (S), Reporter (R), Report coordinator (S/I), Report owner (I), Agent/customer (S)

Bulk carrier emergency or damage?

Description: In the event of an emergency or crisis situation, scale up by means of the HBTM emergency number 0181-243555. In the event of damage to a bulk carrier, the Port of Rotterdam.

Persons involved:

Reporter (R), Gatekeeper (S/I), Report coordinator (C/I)

Report to external persons involved

Description: In the event of environmental incidents/fires (CIN report) that require notification and accidents involving hospitalisation, permanent injury and death (Ministry of Social Affairs & Employment, SZW), including reporting emergencies to HES.

Persons involved:

Management Team (A), Gatekeeper (S), Report coordinator (R), HES International (C/S), Third parties (I), Agent/customer(I)

Assign owner

Description: If reporter has not yet assigned this role or has not assigned it correctly.

Persons involved:

Reporter (S/I), Report coordinator (R), Report owner (S/I)

Establish necessary action(s)

Description: Investigate report, call in Emergency Response Officer, determine emergency measures and coordinate necessary actions with persons involved, create and assign tasks for this in IRIS.

Persons involved:

Reporter (I), Report owner (R), Action taker (S/I), Agent/customer (S/I)

Carry out necessary action(s)

Persons involved:

Report coordinator (I), Report owner (R), Action taker (S)

Investigate cause

Description: To prevent reoccurrence (if 'incident investigation' is desired).

Persons involved:

Report coordinator (S), Report owner (R), Action taker (S)

Completed?

Persons involved:

Reporter (S/I), Report coordinator (R), Report owner (S/I), Action taker (S), Agent/customer (C/I)

Chance of reoccurrence?

Persons involved:

Report coordinator (R), Report owner (S/I)

Make periodic analysis

Description: For the purpose of monthly reporting and the annual management assessment.

Persons involved:

Management Team (S/I), Report coordinator (R), Report owner (S)