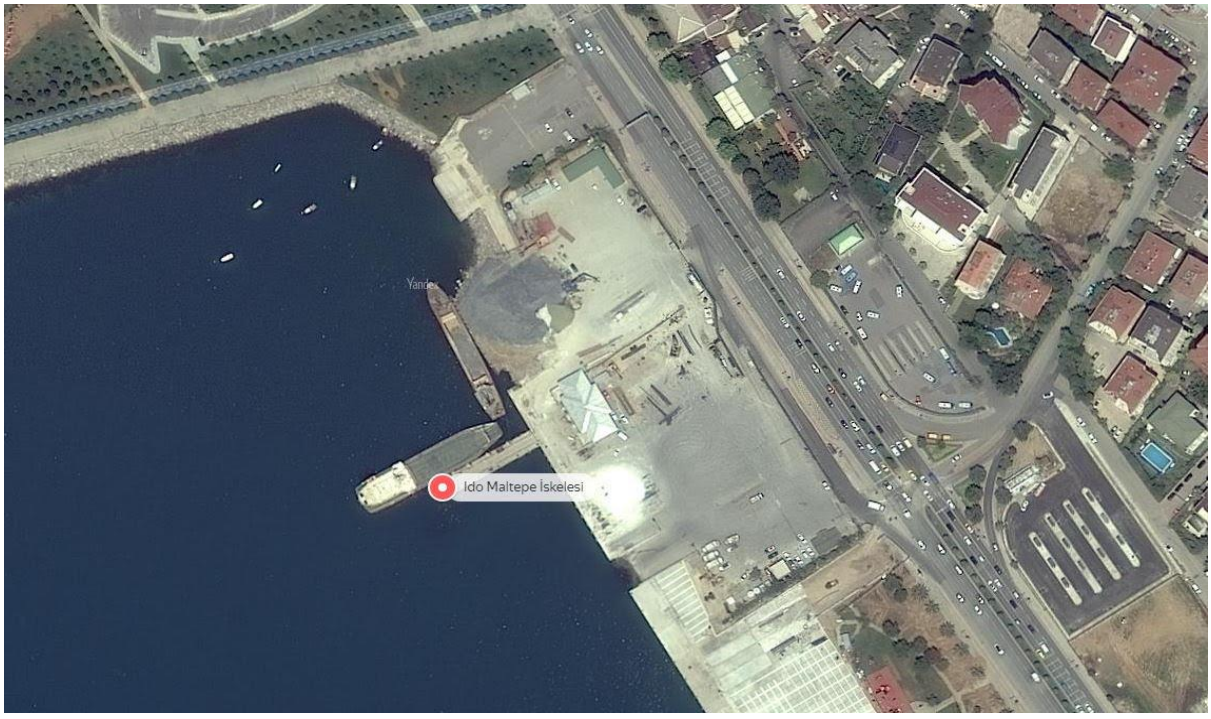
IDO ISTANBUL FAST FERRIES CO. INC.
(MALTEPE)

DANGEROUS GOODS HANDLING GUIDE (DGHG)



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(Please see the revision sheet for revisions)

Hakan ZURNACI
İDO İSTANBUL DENİZ OTOBÜSLERİ SAN. ve TİC. A.Ş

REVISION SHEET

Item No	Revision No	Revision Content	Revision Date	Prepared By	
				Name / Surname	Signature
1	Rev. 02	Dangerous Goods Classes	08.07.2019	Seyit Erdem TÜRKMEN	
2	Rev. 02	Content of Dangerous Goods (explosives, solid and liquid chemicals, petrol products)	08.07.2019	Seyit Erdem TÜRKMEN	
3	Rev.02	1.3 Procedures of Safe Handling of Hazardous Loads	08.07.2019	Seyit Erdem TÜRKMEN	
4	Rev.02	Revision of Contact Info	08.07.2019	Seyit Erdem TÜRKMEN	
5	Rev. 03	1.4 Procedures of Safe Handling of Explosive Materials	19.01.2022	Seyit Erdem TÜRKMEN	
6	Rev. 04	-Revised as Terminal Manager Hakan ZURNACI, -Adding EmS and MFAG subjects, -Revision of Separation and Stacking issues, - Revision of 7 numbers (110, 156, 155, 112, 177, 157, 122) of Emergency Calls as 112 only, -Revision of Emergency Teams	03.03.2022	Seyit Erdem TÜRKMEN	
7	Rev. 05	-Annex-3 FR.266 List Updated -Annex-6 Fire plan revised -Annex-7 Emergency Plan was revised -Additionals have been edited and updated -The Situation Plan has been updated -Updating the Dangerous Cargo Handling Guide according to the Implementation Instruction -Added Annex-30 -Accident Prevention Policy Updated	01.04.2023	Seyit Erdem TÜRKMEN	

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DEFINITIONS

- **IMDG Code:** An international guide universally accepted for the safe shipment and transportation of dangerous goods using maritime transport.
- **Dangerous Goods:** Any solid, liquid and gas which may pose risks to human beings and other living organisms, to the property and the environment.
- **Hazardous Material:** Any material and proprietary compound which has at least one of the following toxic properties posing environmental hazard: explosive, oxidizing, highly flammable, very flammable, very toxic, harmful, corrosive, irritating, sensitizing, carcinogenic, mutagen, negatively acting on reproductive system, etc.
- **IMO:** International Maritime Organization
- **Classification:** The discrimination made by the International Maritime Organization based on the chemical properties of hazardous materials.
- **Hazard Label:** Any label consisting of letters, numbers, and figures representing the properties of the goods placed in the containers used in hazmat transport, such as the class, hazard level, ingredients, etc.
- **Packaging:** Materials or other components used in order to ensure that the container of goods is able to serve for the protection of the goods and other safety functions.
- **Danger Sign:** Any label which must be placed on the container of any hazardous material representing their properties.
- **Hazard Label:** Any label which must be placed on the package of any hazardous material representing their properties.
- **Material Safety Data Sheet (SDS):** A document containing detailed information about the properties of hazardous material, any safety measures to be taken on-site where such hazardous material is handled, and the information necessary for the protection of human health and environment from the harmful effects of such chemical.

ABBREVIATIONS

- **IBC:** Intermediate Bulk Container
- **IMO** International Maritime Organization
- **IMDG Code:** International Maritime Dangerous Goods
- **UN No:** A unique number given by the United Nations to any chemical which may prove to be hazardous.

1.INTRODUCTION;

Safety measures must be taken at any location where the hazardous materials are received in the port or its environs where the hazmat cargo is contained under general safety and security protocols and environmental protection must be observed.

1.1 GENERAL FACILITY INFORMATION

FACILITY FACT SHEET

1	Name/title of the Facility Operator	İDO A.Ş.
2	Contact information of the facility operator (Address, phone, fax, e-mail and web page)	Adres: KENNEDY CAD. HIZLI FERİBOT İSKELESİ YENİKAPI/İST Tel: 0212 4556900 Fax: 0212 5173958 e-posta: info@ido.com.tr Web: www.ido.com.tr
3	Name of the facility	MALTEPE
4	City where the facility is located	İstanbul
5	Contact information of the facility (Address, phone, fax, e-mail and web page)	Adres: Kadıkoy Maltepe sahil yolu Maltepe iskelesi Maltepe Tel: 0212 4556900 Fax: 0212 5173958 e-posta: info@ido.com.tr Web: www.ido.com.tr
6	Geographical region of the facility	Marmara Region
7	The port authority and contact details of the facility	Istanbul Port Authority Adres: Kemankeş Mah. Rıhtım Cad. No. 33 Karaköy / İSTANBUL Tel: 0 (212) 249 21 97 e-posta: istanbul.liman@udhb.gov.tr
8	Mayor's Office to which the facility is affiliated	Municipality of Maltepe
9	Name of Free Zone or Organized Industrial Zone where the facility is located	none
10	Validity date of Coastal Facility Operation Permit/Temporary Operation Permit	23.05.2023
11	Activity Status of the Facility	Own load and extra 3rd party (X) own load (…) 3rd party (…)
12	Name and surname of the facility manager, contact details (phone, fax, e-mail)	Hakan ZURNACI Tel: +90 549 664 00 54 Faks: e-posta: hzurnaci@ido.com.tr
13	Name and surname, contact details (phone, fax, e-mail) of the dangerous goods operations officer of the facility	Hakan ZURNACI Tel: +90 549 664 00 54 Faks: e-posta: hzurnaci@ido.com.tr
14	Name and Surname of the Dangerous Goods Safety Advisor of the facility, contact details (phone, fax, e-mail)	Seyit Erdem TÜRKMEN Tel: +90 536 994 85 37 Faks: e-posta: serdem@tmgdmuhendislik.com
15	Marine coordinates of the facility	40 55'04.50 K 29 07'40.50 D
16	Types of dangerous goods handled at the facility (loads within the scope of MARPOL Annex-I, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code, asphalt/bitumen and scrap loads)	Packaged Dangerous Goods Explosive Goods

17	Dangerous goods handled at the facility (loads other than IMDG Code, among the cargo types in Article 16, will be written separately. Additional cargo request will be sent to the port authority with Annex-1 form. It will be added to DGHG when appropriate)	
18	Classes for cargo handled, subject to IMDG Code	Class 1, Class 2, Class 3, Class 4, Class 5, Class 6, Class 7, Class 8, Class 9
19	Groups in characteristic table for handled cargo subject to IMSBC Code	none
20	Types of ships that can approach the facility	Ferry, Cruise Ship, Ro-Ro Cruise Ship, Catamaran, Şehir Hatları Ferry, High Speed Ro-Ro/Passenger Ship Vessel, High Speed Small Passenger Ship Vessel, High Speed Small Ferry, Hydrofoil, Excursion Boat, Passenger Ship Vessel, Sea Taxi
21	Distance to main street (km)	Unified
22	Distance to railway (kilometers) or railway connection (Yes/No)	500 mt
23	Name of nearest airport and distance to facility (kilometers)	Sabiha Gokcen 15 km
24	Facility handling capacity (Ton/Year; TEU/Year; Vehicle/Year)	none
25	Whether or not scrap handling will be done at the facility	none
26	Border Gate (Yes/No)	no
27	Bonded area (Yes/No)	no
28	Cargo handling equipment and capacities	none
29	Storage Tank capacity (m3)	none
30	Open storage area (m2)	none
31	Semi-closed storage area (m2)	15.000 m2
32	Closed storage area (m2)	none
33	Designated fumigation and/or degassing area (m2)	none
34	Name, title, contact details of pilotage and towage services provider	KEGM (commitment)
35	Has a security plan been created? (Yes No)	none
36	Waste reception facility capacity (This section will be arranged separately according to the wastes accepted by the facility.)	Kirli Balast (....m^3), Slop (....m^3), Slaç (...m^3), Sintine Suyu (...m^3), Zehirli Sıvı Madde (...m^3), Pis Su (....m^3), Çöp (...m^3) yok
37	Dock/pier etc. properties of fields	

		Length (m)	Width (m)	Min. Water depth (m)	Max. Water depth (m)	The largest tonnage of vessel for berthing (DWT or GRT)
1	Pier No.1 (1)	49 mt	7,5 mt	5 m	8 m	2566 GRT
2	Pier No.2 (1)	80 mt		5 m	8 m	2566 GRT
3	Pier No.3(1)	80 mt		5 m	8 m	2566 GRT

		Number (units)	Length (m)	Diameter (inch)
1	Submarine pipeline no. ...[1]			

		GPS Coordinates	Number (units)	Water depth (m)	The largest vessel for berthing (DWT/GRT)
1	Dolphin no. ...(1)				

		GPS Coordinates	Number (units)	Water depth (m)	The largest vessel for berthing (DWT/GRT)
1	Buoy no. ...(1)				

1.2 LOADING / UNLOADING, HANDLING & WAREHOUSING PROCEDURES FOR DANGEROUS GOODS HANDLED AND TEMPORARILY STORED IN THE PORT FACILITY

1.2.1 There is **no** handling, stacking or storage of any dangerous goods subject to IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code and UN Number in our facility.

Land vehicles carrying dangerous goods only benefit from the parking service at our facility, and escort service is provided during boarding and disembarkation.

Parking services are provided for vehicles carrying dangerous goods within the scope of the IMDG Code. Transportation Service is <u>not done</u> with IDO Ships.

IDO A.S. In our Maltepe Terminal, there is <u>no</u> packaging, handling, storage, filling, unloading, unloading and loading of land vehicles and container transportation of dangerous and non-hazardous goods.

During the transport of Dangerous Goods, no civilian vehicles or passengers are transported.

Our facility has authorizations and permits for Packaged Dangerous Goods and Explosive Cargoes. Loads without our permission are not allowed.

Vehicles are definitely checked before they enter our terminals; missing, damaged, spilled or leaking vehicles are strictly not taken into the terminal borders.

<u>In addition, Class 4.3 (substances which, in contact with water, emit flammable gases) are not carried at our discretion.</u>

1.2.2 Our facility services gives landing service to vehicles which belongs to another company loaded with or without hazardous materials, after they come to our facility.

1.2.3 The process takes place between 4:00 pm and 7:30 am. After 10:00 am, the evacuation of vehicles in parking area takes place.

1.2.4 The entrance and exit of the tank trucks to the ships are provided safely.

1.2.5 The vessel is inspected for safety after being berthed. Any safety issue is escalated to the vessel authority and measures are taken.

1.2.6 If the freight handling is accepted, management, operation, storage, safety, emergency response teams are informed and preparations and acceptance process are initiated.

1.2.7 Port Authority is informed with the basis of acceptance if it is necessary for the acceptance at port facility.

Operational & Emergency Information;

Personnel responsible for the operation must have the following information about all the hazardous materials transferred or transported under their supervision.

- Hazardous material description as per Section 5.4 of IMDG Code;
- Details about the specialized equipment necessary for the transportation of dangerous goods;
- An emergency procedure consisting of the steps to be taken in case of a leak or spill, measures to be taken against any accidental contact, fire extinguishing procedures and appropriate fire extinguishers.
- When specialized equipment is needed for the transportation of dangerous goods, information about such equipment and relevant test and inspection certificates must

immediately be made available for the sea captain, Port Operator and any responsible personnel.

- Information about emergency procedures is submitted to the vessel and any responsible personnel. Such information must be made readily available for the personnel responsible for the handling of the hazmat on board, preferably at the goods office and front desk. Among the information made available are emergency procedures at the pier, fire and emergency regulations of the pier, relevant contact information of authorities to be informed such as fire dept., ambulance, law enforcement in case of an accident involving hazardous materials. Contact information of the port administrator to be informed in case of an accident involving hazardous materials must also be made available.
- The tallyman is responsible for the record keeping about the locations of the hazardous materials to be loaded/unloaded on board or at the port facility, their duties will be communicated in writing. The responsibility of the tallyman includes these records on the positions of dangerous goods; In emergency situations, it should be able to be presented to the relevant people and support the emergency response to be made. İdo Inc. He assigned the Dangerous Goods Safety Advisor as a tallyman. The Consultant arranges the dangerous goods notified to him at safe distances on the ship before the voyages within the framework of the provisions of the IMDG Code and reports them to İDO Inc.

General Transportation Measures;

Duties of the port operator include;

- Ensuring that any personnel responsible for the transportation of dangerous goods to take the necessary care in order to prevent any damage to the goods and the transportation units.
- Ensuring that necessary measures are taken in order to prevent access of unauthorized persons to the transportation area when moving dangerous goods.
- Ensuring that appropriate steps are taken to minimize the damaging effects of any spill or leak on the environment and relevant risks in case of any containment issues when handling dangerous goods.

1.3 PROCEDURE OF SAFE HANDLING OF PACKED HAZARDOUS LOADS

1.3.1 Packed Loads

1.3.1.1 Packaged Dangerous goods arrive at our terminal by land vehicles in line with the orders opened in advance. R0-RO transportation is done. Therefore, the packaged loads in our terminal; There **are no** packaging, handling, storage, filling, unloading, loading and unloading operations on land vehicles and container transportation.

1.3.1.2 Operation personnel are informed about the hazards of the load and the preparations are made according to these informations.

1.3.1.3 All the vehicles are controlled before entering facility; vehicles can never pass facility area if they are damaged, materials spilled or leaked

1.3.1.4 Occupational safety in the working area, control of equipment, entrance and exit of external persons, safe passage of the load, environmental cleaning and control of the proper execution of these works are in the hands of authorized personnel.

1.3.2 Necessity

1.3.2.1 General fire plan of facility, personal protective equipment usage equipments, emergency response equipments against marine pollution, emergency action plan, etc. are indicated in appendices.

1.3.2.2 All the personnel take place in the work and process of hazardous loads took IMDG education according to their working area and duty definition.

1.3.2.3 Temporary storage of packed hazardous loads are made according to IMDG separation and hoarding rules. Necessary safety precautions will be taken in these areas.

1.3.2.4 All the communication equipment used in dangerous load operations must be on, in good condition, providing continuous condition and used safely during operation.

1.3.2.5 All the precautionary signals and warnings must be visible. Personnel must have the equipment suitable to personnel occupational safety and worker health criteria in dangerous area and dangerous situations. If the personnel doesn't have to necessary equipment, working in the are will not be allowed.

1.3.3 Documentation

1.3.3.1 IDO Maltepe Terminal employees keep a file. The file contains information such as the license plate, the tonnage of the vehicle, the name and type of the dangerous substance.

1.3.4 Surveillance

1.3.4.1 Operations Officer in charge of the terminal applies the information from the consultant in the field. Operations officer informs the authorities, captain and consultant in case of an emergency.

1.3.5 Information about Operations and Emergency Situation

1.3.5.1 Operation chargehands will have the information about the hazardous loads that carried or transferred in their area of responsibility.

1.3.5.2 Information on emergency procedures shall be given to the ship and persons responsible for the passage of the cargo. This information will be placed in an immediately accessible location.

1. These informations will include, dock emergency situation precedures, arrengements of fire and emergency situation at dock, contacts of competent authorities like police, ambulance, fire department in case of an accident about hazardous loads.

2. In case of an accident occurs about hazardous loads, port wardens phone and emergency phone number take part.

1.3.6 General Transportation Precautions

1.3.6.1 All the personnel will take care to prevent packages, unit load, load carriage units from taking damage.

1.3.6.2 All the precautions will take part to prevent the access of unauthorized persons to the transport areas while hazardous loads are carried.

1.3.6.3 If there is a problem occurs protecting the hazardous load, all the applicable steps to minimize the risks for human and environment will be taken.

1.4 PROCEDURES FOR SAFE HANDLING OF EXPLOSIVE MATERIALS

1.4.1 General

1.4.1.1 In order to act as the trainers to be used in the training to the blast port, be sure of the information to be obtained from the training. Explosives, promoted shops. R0-RO shipping is done. Therefore, the loads in our terminal; packaging, handling, storage, filling, unloading, loading and unloading of land vehicles and transportation **are not** performed.
1.4.1.2 In the port area, an attendant for explosive load will be provided.

1.4.2 Transport of explosives in bad condition

1.4.2.1 The damaged load including explosive material can't be loaded to load carriage unit or can't be allowed in port facility.

1.4.3 Loading and Unloading of Explosives

1.4.3.1 Handling of explosive materials in the facility is forbidden unless the permission to handle explosive materials is given by management according to instructions. In this context, the ships that carry explosive materials as transit load will be docked with the permission of dock authority as long as explosive load won't be unloaded to port facility.
1.4.3.2 Class 1 explosive materials except Class 1.4 S can be handled in port facility in case of loading and unloading in an instant.
1.4.3.3 When loading of explosive materials is finished, loaded ship or vehicle will leave facility as soon as possible.
1.4.3.4 Although the necessary organizations for the passage of explosives are made in advance, if the said explosives need to be stored temporarily in the coastal facility due to force majeure, these materials can be stored in a special facility determined within the facility, provided that the necessary safety and security measures are provided and the necessary permits are obtained from other relevant institutions/organizations. It will be temporarily stored in the area for a maximum of 12 (twelve) hours with the permission of the relevant port authority. These points will be surrounded and a security checkpoint will be created. It will be monitored continuously with the camera system. As long as it is at the pier, no ship operation or cargo operation will be carried out.
1.4.3.5 In areas where explosive materials pass; cigarettes and similar substances are not to be smoked, matches or lighters are not carried or burned, no materials or equipment, equipment or equipment that can create any flames or sparks are kept, and it will be ensured that the personnel in charge use appropriate work clothes, shoes and necessary protective equipment.
1.4.3.6 In the machines of any ship loaded with explosive materials which is attached to port facility, maintenance and repair works can't be done if there is an obstacle to departure from deck.

1.4.4 Weather Conditions

1.4.4.1 According to explosives' nature; when hazardous loads are carried during bad weather conditions -especially rainy weather- necessary precautions will be taken.
1.4.4.2 Precautions for packages including explosive materials from wetting will be taken.

1.4.5 Additional Precautions

1.4.5.1 Ignition sources won't be brought to the area or near where explosives are transferred. Shoes or boots without metal fingers or metal heel are forbidden except Class 1 materials. All the portable lights and other electrical equipments must be ex-proof.

1.4.6 Fuel Delivery

1.4.6.1 Refueling will not be made at the pier and/or adjacent quays where the transit operation is performed until the transit operation of explosives is completed.

1.4.7 Security

1.4.7.1 Since explosives' transport safety effect security degree, to prevent unauthorized personnels access to explosives, all security precautions will be taken to show operations take part in good conditions and provisions.Explosives won't be transferred or moved unless related permissions are taken and duties are made according to these permissions.

2.DUTIES;

Any parties involved in hazardous material transportation shall take necessary measures in order to ensure a safe and secure operation which does not pose any threat to the environment; to prevent any accidents and to minimize the damage in case of an accident.

2.1 DUTIES OF THE PERSON HANDLING THE FREIGHT

2.1.1 Among the duties of the person handling the freight are preparation of any mandatory documents and information and ensuring such documents are made available with the goods throughout the transportation process.

2.1.2 Ensuring that dangerous goods are classified, described, packaged, labeled and that necessary marks and plates are made available.

2.1.3 Ensuring that dangerous goods are handled in packages, containers or transportation units as per relevant regulations and that they are loaded, stockpiled, secured, transported and unloaded in a safe manner.

2.1.4 Ensuring that the personnel is trained to understand the risk involved in dangerous goods transported by sea, the safety and emergency measures to be taken, occupational safety and security, etc. and that relevant training records are kept.

2.1.5 Ensuring that necessary measures are taken for hazardous materials handled improperly or in an unsafe manner, or posing risk to the people or the environment.

2.1.6 Ensuring that the authorities are informed in case of emergencies or accidents and providing the necessary support.

2.1.7 Reporting any hazmat accidents occurred in their area of responsibility.

2.1.8 Making any information and documents available during the inspection of authorities and offering necessary cooperation.

2.2 DUTIES OF THE COASTAL FACILITY OPERATOR

2.2.1 Ensuring that ships are able to approach and dock in a proper, safe, and secured manner.

2.2.2 Ensuring the proper and safe working of the entrance/exit procedure between the vessel and the coastal facility.

2.2.3 Ensuring that the personnel responsible for loading, unloading and handling dangerous goods receive necessary training.

2.2.4 Ensuring that dangerous goods are transported, passage, sorted, stockpiled, stored temporarily and inspected at the facility in a safe manner according to the regulations by qualified and trained personnel according to the applicable occupational safety measures.

2.2.5 Ensuring that all the necessary documents and information are made available along with the dangerous goods and requesting the provision of such documents from the person handling the freight.

2.2.6 Keeping an updated list of all the dangerous goods available at the facility.

2.2.7 Ensuring that all the personnel receive training about the risks involved in dangerous goods, safety and emergency measures to be taken, occupational safety and security, etc. and keeping relevant training records.

2.2.8 Performing necessary document checks in order to verify that the incoming dangerous goods are properly described, classified, sorted, stated, approved and transported in an appropriate and certified transportation container.

2.2.9 Reporting any non-conforming, unsafe hazardous materials which may pose a threat to persons or the environment to the Port Authority, having taken necessary safety measures.

2.2.10 Ensuring that there are emergency measures in place and that all the relevant offices are informed about these measures.

2.2.11 Reporting any hazmat incidents occurred in the area of responsibility of the facility to the Port Authority.

2.2.12 Providing necessary support and cooperation during any inspection of authorities.

2.2.13 Performing any operations concerning hazardous materials at piers, docks, warehouses and depots reserved for such operations.

2.2.14 Allocating proper infrastructure and equipment for piers and docks reserved for ships and vessels loading/unloading bulk oil and oil products.

2.2.15 Ensuring that any hazardous material which cannot be temporarily held at the facility or which is not allowed in the facility are moved outside of the facility as soon as possible without holding at the facility.

2.2.16 Ensuring that any ship or vessel with hazardous material cargo will not approach the pier and docks of the facility without prior consent of the Port Authority.

2.2.17 Ensuring that any vessel with flammable cargo is away from processes which may cause sparking, and ensuring that any tools or devices which may cause sparking are not operated in the hazard zone.

2.2.18 Preparing an emergency evacuation plan concerning the evacuation of any ship or vessel from the coastal facility in case of an emergency.

Coastal facility operator must enforce an “Accident Prevention Policy” (APP) and an Emergency Response Plan in order to prevent any accidents in passing dangerous goods, to ensure material, immaterial and environmental safety, and to minimize the impact of any possible accident on human health and environment.

2.3. DUTIES OF THE SEA CAPTAIN

2.3.1 Ensuring that the vessel, and equipment and devices available on board are in good condition for dangerous goods transportation.

2.3.2 Ensuring that all the necessary documents and information are made available along with the dangerous goods by the port facility and the person handling the freight.

2.3.3 Ensuring that the measures concerning the loading, stockpiling, sorting, carriage and unloading of any hazardous materials are followed thoroughly on board and performing any necessary inspections and controls.

2.3.4 Ensuring that any incoming dangerous goods are described, classified, sorted, stated, approved, and transported in an appropriate and certified transportation container as stated in the regulations.

2.3.5 Ensuring that all the vessel's crew members receive training about the risks involved in dangerous goods, safety and emergency measures to be taken, occupational safety and security, etc.

2.3.6 Ensuring that dangerous goods are loaded, transported, handled, and unloaded by qualified and trained personnel according to the applicable occupational safety measures.

2.3.7 Ensuring that the vessel does not leave the area allocated to it by the Port Authority, that the vessel does not moor or approach a pier or dock without the permission of the Port Authority.

2.3.8 Ensuring that all the guidelines are followed and measures are taken for the safe transportation of dangerous goods during navigation, maneuvering, berthing, docking, and unberthing.

2.3.9 Ensuring the proper working of the entrance/exit procedure between the vessel and the pier.

2.3.10 Ensuring that the vessel's crew is informed about the regulations concerning hazardous materials, safety and emergency procedures, and response methods.

2.3.11 Keeping an updated list of all the dangerous goods on board and to report them to relevant authorities.

2.3.12 Reporting any non-conforming, unsafe hazardous materials which may pose a threat to the vessel, persons or the environment to the Port Authority, having taken necessary safety measures.

2.3.13 Reporting any hazmat accidents occurred on board to the port authority.

2.3.14 Providing necessary support and cooperation during any inspection of authorities on board.

2.4. DUTIES OF THE HAZARDOUS MATERIAL SAFETY CONSULTANT

2.4.1 Observing the conformity of the operation to the guidelines concerning the transportation of hazardous materials.

2.4.2 Making suggestions to the coastal facility about the transportation of hazardous materials.

2.4.3 Preparing and presenting an annual report on the activities of the coastal facility operator with regards to the transportation of hazardous materials. (Any annual report shall be archived for 5 years and presented to the authority on demand.)

2.4.4 Among the duties of the hazmat safety consultant are;

-Inspecting the use of proper descriptions, shipping names, classifications, sorting, statement of any incoming hazardous material, proper loading and transportation in an approved container in accordance with the guidelines and following reporting

procedures concerning the inspection results,
- Inspection of the methods used to check the equipment used in loading/unloading hazardous materials,
- Inspection of the coastal facility staff for necessary training in accordance with the latest updates of the regulations and inspection of the proper keeping of relevant records,
- Inspection of the conformity of the emergency response methods to be followed in case of an accident or a safety threat during the hazmat carriage, loading and unloading,
- Inspection of the conformity of the reports about major accidents, incidents or major violations occurred during the hazmat carriage, loading and unloading,
- Defining the necessary measures to be taken in order to prevent the recurrence of the accidents, incidents or major violations and assessment of the relevant practice,
- Inspection of the level of conformity to the guidelines concerning the selection of 3rd parties or contractors for the carriage of hazardous materials,
- Inspection of the personnel handling the hazmat transportation and loading/unloading with respect to their knowledge about operational procedures and instructions,
- Inspection of the conformity of the measures taken in order to be ready in the face of risks involved in hazmat transportation, passing, warehousing, and loading/unloading,
- Inspection of the procedures concerning all the mandatory documents and information about hazardous materials,
- Inspection of the procedures in place in order to ensure safety of the ships transporting hazardous materials during operations such as berthing, docking, loading/unloading, harboring or mooring.
- Inspection of the accuracy of aspects such as the ability, capability and capacity of the coastal facility to respond to emergencies,
- Inspection of the sufficiency of the regulations concerning the initial response plan designed for any hazardous material accidents,
- Procedures for the passage and disposal of damaged dangerous goods and waste contaminated by dangerous goods,
- Inspection of the procedures concerning the use of level of knowledge of the personnel about personal protective equipment and their use.

2.5. DUTIES OF THE THIRD PARTIES OPERATING IN THE COASTAL FACILITY, FREIGHT / VESSEL AGENTS, etc.

2.5.1 Ensuring that the personnel employed at the port facility receives the training as specified in the administrative memorandum numbered 79462207/315, dated 03.27.2013,

2.5.2 Acting in accordance with the guidelines specified in the IMDG Code at the port facility,

2.5.3 Acting in accordance with the Hazardous Materials Manual and Hazardous Material Procedures prepared by the port facility,

2.5.4 Escalating any non-conformity concerning hazmat transportation at the port facility to the authorities of the facility,

2.5.5 Submitting the SDS form, a form consisting of risks involved in hazmat handling and other details, which is an important part of the measures taken in order to eliminate any Occupational Health & Safety risks which hazardous materials may pose and which is

prepared in order to inform the operator with sufficient information to the coastal facility operator and the Authority.

3. GUIDELINES TO BE FOLLOWED / PRACTICED BY THE COASTAL FACILITY & MEASURES TO BE TAKEN;

3.1. GUIDELINES TO BE FOLLOWED BY THE COASTAL FACILITY OPERATOR

Any coastal facility operator holding a RoHS Certificate shall conform to the following guidelines;

3.1.1 Any coastal facility personnel involved in hazardous material processes, seamen, and other persons involved in hazardous material processes shall use personal protective equipment suitable for the physical and chemical properties of the dangerous goods being handled.

3.1.2 Any persons deployed at the hazardous material zone for fire-fighting purposes are equipped with fire-fighting equipment and any fire extinguishers and first aid kits and devices are stored in a condition ready to be used at any time.

3.1.3 Coastal facility operators draft an emergency evacuation plan for the evacuation of ships and vessels from the coastal facility and submit it for the consideration of the Port Authority.

3.1.4 Coastal facility operators are responsible for taking necessary fire prevention, safety and security measures.

3.1.5 Coastal facility operators announce the provisions of this article, having received the approval of the Port Authority regarding these provisions.

3.1.6 Any personnel who does not hold the necessary certification and who did not receive the relevant training as per the Training and Certification Regulation Based on International Maritime Dangerous Goods Code shall not be allowed in hazardous material operations and the site such operations are performed.

3.2. MEASURES TO BE TAKEN BY THE FACILITY OPERATORS

The measures taken in our facility in accordance with the "Maritime Dangerous Goods Code, Article 12" and "Ports Regulation, Article 19" are, as follows.

3.2.1 The pier and dock reserved for loading/unloading ships transporting hazardous materials:

		Length (m)	Width (m)	Min. Water depth (m)	Max. Water depth (m)	The largest tonnage of vessel for berthing (DWT or GRT)
1	Pier No.1 (1)	49 mt	7,5 mt	5 m	8 m	2566 GRT
2	Pier No.2 (1)	80 mt		5 m	8 m	2566 GRT
3	Pier No.3(1)	80 mt		5 m	8 m	2566 GRT

- Our facility only undertakes the carriage of hazardous material transports.
- Our facility **does not handle** or warehouse any material with or without a UN No.
- Our facility does not offer packaging services.

3.2.2 Any coastal facility personnel, seamen, and other persons involved in dangerous goods transportation shall use the following personal protective equipment during loading/unloading and warehousing processes:

- Gloves
- High-visibility Vest
- Steel Toe Boots
- Work Clothing
- Dust Mask
- Hard Hat

3.2.3 The list and duties of the people who will fight against emergencies in our coastal facility, the first aid teams and the duties of these teams are reported in ANNEX-3.

The fire-fighter team deployed at our facility is equipped with fire-fighting equipment; any fire extinguishers and first aid kits and devices are stored ready to be used at any moment.

3.2.4 Preparation of an emergency evacuation plan by the coastal facility operators for the evacuation of ships and vessels from the coastal facility:

An emergency evacuation plan by the coastal facility operators for the evacuation of ships and vessels from the coastal facility is available and is attached herein, under Appendix-22.

3.2.5 Aspects of the measures taken by the coastal facility operators for fire prevention, safety and security purposes:

- The measures taken for fire prevention purposes in our facility are presented in the "Hazardous Material Emergency Response Plan". This Emergency Response Plan is attached herein under Appendix-7.

3.2.6 Training programs and certificates specified by the Training and Certification Regulation based on International Maritime Dangerous Goods Code:

-Based on the code in question, the personnel whom employed in dangerous goods operation shall receive "General Awareness Training, Task-oriented Training, Safety Training" and the ones who previously attended such training programs shall receive "Renewal Training".

4. HAZARDOUS MATERIAL CLASSIFICATION, THEIR TRANSPORTATION, LOADING / UNLOADING, HANDLING, SORTING, STOCKPILING & WAREHOUSING;

Our facility **does not handle, warehouse, package, carry or packeging. Only parking service is given.** Any hazardous materials subject to the provisions of IMDG CODE. The provisions of the following articles are only informative and populated with the purpose of conformity to the format of the "Hazardous Material Preparation Guide".

4.1. HAZARDOUS MATERIAL CLASSIFICATION

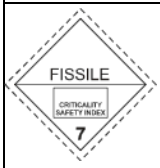
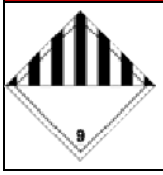
Class 1: **Explosives**
Class 2: **Gases**
Division 2.1: Flammable gases
Division 2.2: Non-inflammable, non-toxic gases
Division 2.3: Toxic gases
Class 3: **Flammable Liquids**
Class 4: **Flammable Solids; Substances Capable of Spontaneous Combustion;**

Substances which, in Contact with Water, Emit Flammable Gases

Division 4.1: Flammable solids; Desensitized explosives and self-reactive materials
Division 4.2: Spontaneously combustible substances
Division 4.3: Substances which, in contact with water, emit flammable gases
Class 5: Oxidizing Agents and Organic Peroxides
Division 5.1: Oxidizers
Division 5.2: Organic Peroxides
Class 6: Toxic and Infectious Substances
Division 6.1: Toxic substances
Division 6.2: Infectious substances
Class 7: Radioactive Substances
Class 8: Corrosive Substances
Class 9: Miscellaneous Hazardous Materials & Environmental Threats

Class 1		
	**1**	Explosives
Divisions		
	**1.1**	Explosives with a mass explosion hazard
	**1.2**	Explosives with a severe projection hazard
	**1.3**	sives with a fire, blast or projection hazard but not a mass explosion hazard
	**1.4**	Minor fire or projection hazard
	**1.5**	An insensitive substance with a mass explosion hazard
	**1.6**	Extremely insensitive articles

Class 2		
	**2.1**	Flammable gas
	**2.2**	Non-flammable pressurized gases
	**2.3**	Poisonous gases
Class 3		
	**3**	Flammable Liquids
Class 4		
	**4.1**	Flammable solids
	**4.2**	Spontaneously combustible
	**4.3**	Dangerous when wet
Class 5		
	**5.1**	Oxidizing agent
	**5.2**	Organic peroxides
Class 6		

	**6.1**	Toxic substances
	**6.2**	Infectious substances
Class 7		
	**I**	Category I – White (symbol 7A)
	**II**	Category II – Yellow (symbol 7B)
	**III**	Category III – Yellow (symbol 7C)
	**Fissile**	Criticality safety index label (symbol 7E)
Class 8		
	-	Corrosive Substances
Class 9		
	-	Miscellaneous Hazardous Materials & Environmental Threats

Parking services are provided for vehicles carrying dangerous goods within the scope of the IMDG Code. Transportation Service is <u>not done</u> with IDO Ships.

IDO A.S. In our Maltepe Terminal, there is <u>no</u> packaging, handling, storage, filling, unloading, unloading and loading of land vehicles and container transportation of dangerous and non-hazardous goods.

During the transport of Dangerous Goods, no civilian vehicles or passengers are transported.
Our facility has authorizations and permits for Packaged Dangerous Goods and Explosive Cargoes. Loads without our permission are not allowed.

Vehicles are definitely checked before they enter our terminals; missing, damaged, spilled or leaking vehicles are strictly not taken into the terminal borders.
In addition, Class 4.3 (substances which, in contact with water, emit flammable gases) are not carried at our discretion.

4.1.2 Provisions for classes:
Class 1: Explosive materials and articles
Definitions:
According to the purpose of this code the following definitions apply:
1. Explosive materials are the liquid or solid materils or mixture of materials that can harm environment with the heat, pressure and gaz within the chemical reaction. Pyrotechnic substances don't release gas but it takes place within this group.
2. Pyrotechnic substances, are the substances or mix of substances that doesn't explode, but creates effect within the continious spread of light, sound, gas and smoke.
3. Explosive objects are objects including one or more explosive materials within.
4. Massive Explosion, means an explosion that effects the whole load in a matter of time.
5. Phlegmatised, means that, a phlegmatiser added to the substance to make it the safer, during the handling and transportation. Phlegmatiser makes the explosion less sensitive to heat, shock, damage, friction or removes the negative effects. Typical phlegmatiser materials include, polymers (chloropolymer), water, paper, wax, alcohol and oil (oil jelly and parafin).

Hazard parts:
Hazard parts under Class 1 are listed below
Part 1,1 Materials or articles which have massive explosion risk
Part 1,2 Materials or articles without massive explosion risk but may spread.
Part 1,3 Materials or articles without massive explosion risk, but can cause fire, minor explosion or minor spread hazard or both. In this part those materials or articles take place:
1- materials or articles that release extreme radiant heat
2- materials or articles that can cause minor explosion, minor spread or causing both and burns one after.
Part 1,4 Materials or articles without apparent hazardsIn this part, during the transport, if an ignition starts those materials may cause little hazard. Their effect is limited within the package and partical spread is not expected. If a fire starts out of the package, it might not cause the content to explode immediately.
Note: Materials and articles which take part in this chapter, in case of a problem occurs if the hazard is limited within the package, it's in accord group S. Even if the package has lost it's property during fire, it won't effect fire fighting procedures.

Part 1,5: Highly insensible materials with a mass explosion risk
In this part, there are materials that can cause mass explosion with the minimum risk of causing fire or explosion according to insensibility of the material.
Note: If high amount of material carried by the ship, there is higher probability from fire to cause explosion. As a result, explosive materials at 1.1 and 1.5 same stacking provisions are valid.
Part 1,6: Highly insensible articles without a mass explosion risk
In this part, there are articles we may avoid the risk of accidentally fusing or spreading
Note: The risk of articles in Part 1,6 is limited with explosion of one article.

Definition of materials and articles accord groups
A- Primary explosive material
B- Objects including primary explosive material without two or more effective protective properties. Even if they don't include primary explosive material, blasting devices, ignition fuses, ravaging capsules take place in this group.
C- Explosive materials including sending fuel or gradual explosive material or materials including similar substances
D- For all occasions, secondary explosive material without a blasting device, material with two or more effective protective properties that include primary explosive material or include black powder or secondary explosive material.
E- Articles that sent without blasting device (without flammable liquid, gel or hypergolic liquid), substance that include secondary explosive material.
F- Article with self blasting device with a secondary explosive material, with or without applicable article (except flammable liquid, flammable gel or hypergolic liquid)
G- Pyrotechnic material or article including pyrotechnic material or article including explosive material, also enlightening material, fire starter material, article causing tear or smoke (except the articles reactive with water or white phosphor, phosphide, pyrophoric material, article including flammable liquid or flammable gel, hypergolic liquid).
H- Article including explosive material and white phosphor.
J- Article including explosive material and flammable liquid or gel.
K- Article including explosive material and a toxic chemical material.
L- Article with explosive material or with a special risk (example; reactive with water or existence of hypergolic liquids, phosphites, pyroforic material), because of that all the kind of materials must be isolated.
N- Articles with higher amount of insensible materials.
S- Material or article that designed hazard is limited within the package; if the package is collapsed because of fire, all the explosive or fling effect is limited do not block fire fighting effort.

-Class 2- Gas

Definitions:

Gas: If a material is completely in gas phase at 50 °C steam pressure is more than 300 kPa or standart pressure (101,3kPa) at 20 °C we call it gas.

Carriage condition of a gas can be defined according to the physical status:

1-**Compressed gas**: When they are packed at -50°C under pressure, they are completely in gas status. All gases with -50 °C or lower critical temperature are belong to this category.

2- Liquefied gas: When they packed under pressure at the degrees higher than -50°C, it is partially liquid. Seperated as follows: liquefied gas with high pressure: critical temperature is between -50°C and +65°C liquefied gas with low pressure: critical temperature is higher than +65°C.

3- Liquefied gas by chilling: when it's packed for carrying, because of the low temperature it becames partially liquid.

4- Dissolved gas: this gas is dissolved in a liquid dissolvent when it's packed for carriage.

5- Adsorbed gas: It's adsorbed on a solid porous material, when packed for loading at 20°C less than 101.3 kPa and at 50°C less than 300 kPa it pressures inner package a little.

Class 2.1 Flammable Gases:

Properties of the gases at 101,3 kPa and 20°C gases are like below:

Ignitable when mixed with air with %13 ratio or less, flammable when mixed with air at %12. Flammability is specified by tests or calculations. Those calculations can be made with methods of ISO (ISO 10156:2010). If the data is not enough to use those methods, similar tests that accepted by national authorities can be used.

Class 2.2 Inflammable, nontoxic gases:

Gases that lowers or takes place of oxygen in atmosphere, gases that oxidies air and makes other materials burn faster, gases that are not belong to other classes takes place in this part.

Class 2.3 Toxic Gases:

Gases, toxic or corrosive to effect human health or gases toxic or corrosive with acute toxicity LC50 5000ml/m3 or less.

Note: If the danger is caused by the corrosive property, those gases are classified as secondary degree corrosive with poison risk.

-Class 3- Flammable Liquids

Definitions:

Flammable liquids and liquid explosives with reduced sensitivity are in this class.

Flammable liquids; are liquids that release flammable steam in liquid mixtures, solutions or suspensions including solid (except materials in a different class because of danger properties like paint, varnish, lacquer), in close container test at 60°C (similar with 65,6°C open container test) or lover temperature flash points.

Liquids which are offered to be carried at their flash point or higher temperatures and liquids that release flammable steam at the maximum carriage temperature or less degrees, liquids carried with accelerated temperature also takes place in this class.

-Class 4- Flammable Solids, Self Combustible Materials, Materials may release Flammable Gases when contacted with water

Definitions:

Class 4; materials that can cause fire or burn in any time or supplies fire, except materials classified as explosives.

Class 4.1- Flammable solids

In conditions during the carriage, solids that may burn or cause fire due to friction, self reactive materials with a strong heat radiation (liquid and solids), insensible solid explosive that is not reduced enough.

Class 4.2- Self combustive materials

During normal carriage conditions, those materials are prone to sudden heating and materials that heats and burn when contacting with air (liquid and solids)

Class 4.3 - Materials that release flammable gases when contacted with water

Those materials may burn or release dangerous amonut of flammable gases (liquid and solids)

1.Flammable solids (class 4.1)
2.Self reactive materials (class 4.1)
3.Polymerising materials (class 4.1)
4.Pyrophoric solids (class 4.2)
5.Pytophoric liquids (class 4.2)
6. Self heating materials
7. Materials that may release flammable gases when contacted with water

-Class 5- Oxidising Agents and Organic Peroxides

Class 5.1 - Oxidising Agents

This class includes materials that, even flammable or not flammable may cause fire due to releasing oxygen. Those agents can be found in an article.

In some cases, class 5.1 materials produce oxygen direct or indirect. For this reason, oxidising agents accelerate the risk with other flammable materials. Oxidising agents may cause danger even with sugar, flour, eatable oils, mineral oils when mixed. Those mixtures can take fire with friction or impact. They may burn immediately and cause explosion. Between oxidising agents and liquid acids, a strong reaction that release toxic gases may occur. When oxidisers start to burn, they may release toxic gases.

Class 5.2 - Organic Peroxides

Organic materials include the structure of two value -O-O- and they can be considered as organic peroxide variations as hydrogen atoms changed with radicals. Organic peroxides are thermally unstable models that can radiate heat and self accelerating detoriation may happen.

Also they may have one or more properties listed below:

-prone to explosive detoriation
-burn fast
-sensitive to friction and impact
-reacts dangerously with other materials.

Organic peroxides are prone to exothermic detoriation at normal and high temperatures. Detoriation may start by heat, impurity substances (ex: acids, heavy metal compounds, amines), contact, friction and impact. Detoriation speed accelerates with heat and changes according to organic material formulation. Detoriation may end with harmful or flammable gas or steam. Definite organic peroxides should be carried under heat control. Some of the organic peroxides, especially in a container, may be dissolved due to exploding. This property may be changed by changing to appropiate container or adding reducers. Most of the organic peroxides burn severe. People should avoid eye contact.

Some of organic peroxides may cause severe damage to eye cornea or may cause severe skin burns.

Class 6 - Toxic and Infectious Materials

Class 6 divides to two groups:

Class 6.1- Toxic Materials

Those materials can cause death or severe injury or may harm human health by ingestion, inhalation, contact with skin.

LD50 value for acute oral toxicity (median lethal dose), means that the dose of the material that expected to kill %50 of the albino rats in 14 days . The value of LD50 is calculating by the mass of test material divided for each test animal mass (mg/kg).

For acute dermal toxicity, LD50 material is contacted with albino rabbits' naked skin for 24 hours. This dose kills more than half of rabbits in 14 days.

Number of experimental animals must be enough to give a valid result and must suit pharmacological implementations. The result is defined with mg for one kilogram of body mass.

Class 6.2- Infectious Materials

These materials include pathogen or considered as including pathogen. Pathogens are defined as microorganisms (bacteria, virus, rickettsia, parasite, fungi) and prions that may cause diseases at human or animals.

''Biological products'' are reproduced from living organisms. Production and dispersal of these products are made due to national institutions' rules. Special authorisations might be necessary. Biological products are used for preventative health care, treatment, diagnosis for human and animal diseases, experiment or research. They are finished or unfinished products like vaccines but are not limited with these.

''Patient samples'' are the materials that carried for research, diagnosis, examination, treatment for disease and prevention of disease. These samples can be excretion, secretion, blood or blood component, tissue and tissue liquids, body parts but they are not limited with these. These materials are taken from human or animals directly.
''Medical or clinical wastes'' are generated from biological researchs and medical treatments of animals or human.

Class 7- Radioactive Material
Definitions:
If the value of radionuclide for activity concentration and total activity is more than the defined value, we call them **radioactive materials**.
Contamination is the presence of 0,04 Bq/cm2 for beta , gamma and low toxic alpha spreaders or more than 0,04 Bq/cm2 for other alpha spreaders on a surface.
If a contamination can be cleared from a surface during the regular transport conditions, it's called **unstable contamination**. Contaminations except the unstable contamination is called **stable contamination**.

Seperable nuclides are uranium-233, uranium-235, plutonium-239 and plutonium-241.
Seperable materials means that the material includes any of the seperable nuclides. The definition of seperable material does not include the materials below:
1. Natural or impoverished uranium that does not radiate beam.
2.Natural or impoverished uranium that radiated in thermal reactors only.
3. Materials that include less than 0,25 seperable nuclides.
4.Any combinations of 1,2 and 3.

Class 8- Corrosive Materials
Definitions:
Class 8 materials can harm the living tissue while handiling due to chemical reactions or in case of leaking, they can harm or destroy other materials and transport vehicle.
Many of the corrosive materials are volatile enough to irritate nose and eyes. Some materials release toxic gases during degradation due to high temperature. In case of contact with skin or mucous membrane it harms directly, in addition some of the materials are toxic or harmful. In case of inhalation or ingestion it may be toxic, some can pass through skin.
All materials in this class have less or more destructive effects on metals or textile products. ''Corrosive for aluminium, zinc, tinplate'' term means that iron or steel does not effect from this material.
Some materials in this class may corrode glass, pots and other silicon materials. Most of the materials in this class becomes corrosive while reacting with water or moist in the air. Reaction of water with many materials causes the release of corrosive and irritative gases. These gases can be seen in smoke form.

Class 9- Various goods, articles and environmentally hazardous substances

Definitions:

Class 9, materials or articles that belong to class 9, have hazard that doesn't involve to other classes.

Class 9, involves the materials below:

1. Materials and articles that can be defined as dangerous according to SOLAS, chapter VII, part A provisions.

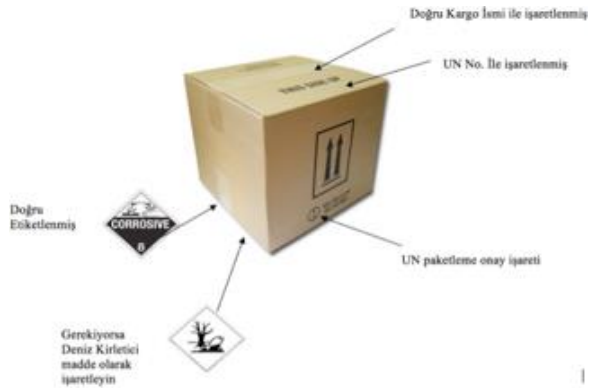
2. Articles not subject to the provisions of part VII, part A of the above-mentioned Convention, but to which the provisions of MARPOL, Annex III, as amended, apply.

4.2. HAZARDOUS MATERIAL PACKAGING

Signs, labels and/or plates made available on the products make up the only means to communicate the content to the user.

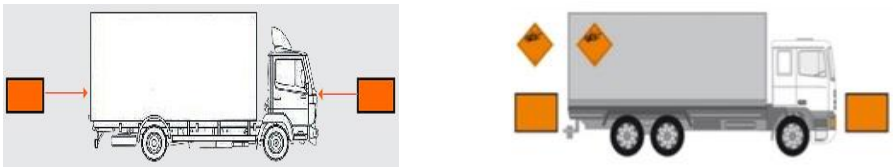
Such communication channels explain the shipment or product properties to the user. IMDG Code provides clear procedures about the authorization of shipments, along with prior notification, signs, labels, and documents (manuals, electronic automation or electronic data interchange methods and placard placement).

This Code clearly states that hazardous materials cannot be transported by anyone if necessary signs, labels, placards are not used and if the shipment cannot be supported with an approved document. Any entities involved in dangerous goods transportation must make the relevant UN No and proper shipment name available on the cargo. When transporting any marine pollutants, the term, "marine pollutant", must be inscribed on the accompanying shipment document. This requirement is of great importance in order to be able to define proper emergency procedures to be followed in case of an accident where such substances are involved. The sea captain is required to follow the provisions of MARPOL 73/78 if such marine pollutants are on board.

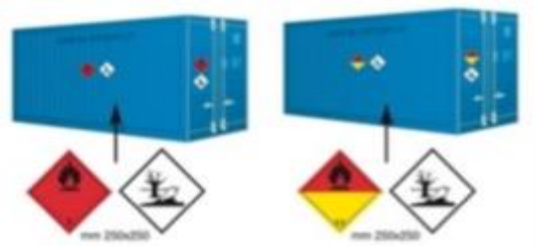


PACKAGES

SINGLE TANK TRUCK **MULTI-TANK TRUCK** **TANK-CONTAINER**

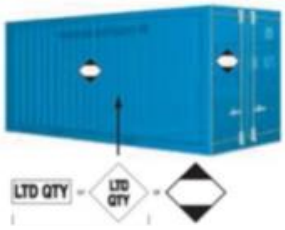


PACKAGED SUBSTANCE TRANSPORTION



DANGEROUS GOODS CONTAINER

EXPLOSIVE TRANSPORTATION



LIMITED CONTAINER LOAD

4.3. PLACARDS, PLATES, SYMBOLS & LABELS CONCERNING HAZARDOUS MATERIAL

In our facility, plates, symbols, and labels used on hazardous material transports must conform to the provisions of IMDG Code and other relevant regulations during the transportation of hazardous material transports. IMDG Code offers a system based on labels and placards which are designed for the risks related to the materials in question to be recognized at sight by any employee without regards to the packaging properties.

4.3.1 Labels

IMDG Code states that any package and container with hazardous material content must be labeled accordingly. These labels have a rhombus shape and white, orange, blue, green or red, or a combination of these colors are used. Also required are symbols indicating the relevant Hazard Class. Often, each label is designed in two parts, top and bottom parts. The top part includes the symbol of the class of the goods and the bottom part includes a text, and the symbol of the class and division. Labels are designed to have dimensions of 10 x 10 cm. Labels must be secured on the package and must be readily visible. Labels must be of a quality to endure difficult conditions and must be able to survive throughout the transportation process and at least three months of time in the sea.

4.3.1 Placards

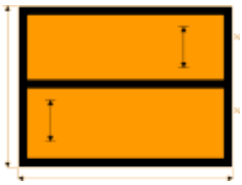
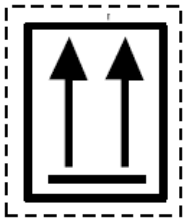
IMDG Code requires placarding of any “cargo transportation unit”. In this context, cargo transportation units (CTUs) include containers, liquid containers, tank trucks, tankers, railroad cars with water tanks, and tanks used for intermodal transportation. Placards are designed using the same shape, color and symbols available in labels, however, their dimensions are 25 x 25 cm. Any hazardous material container, liquid or gas tank with the capacity of 4,000 kg or more must be assigned a “United Nations number”. UN number is a 4-digit number assigned by the United Nations to any goods described and classified as hazardous/dangerous.

Hazardous material containers must have at least one placard on each side (i.e. on all four sides) and at one side of each CTU. Railroad cars, on the other hand, requires placarding on both sides.

Freight containers, trailers, and portable tanks must have placards on all four sides. Tank trucks must have placards on the rear end and on both the right and left sides.

For images and descriptions of labels and placards see Section 4.1.

Other labels, signs and placards;

	Indicates elevated temperature (in liquid form at temperatures less than or equal to 100oC or in solid form at temperatures greater than or equal to 240oC)
	Orange plates with danger-ID number and UN Number
	Orientation arrow for liquids

Placards for marine pollutants

	IMDG Code requires any package or CTUs with content classified as "Marine pollutant" to bear the signs shown and also requires such containers to be durable. Such signs must be placed at a close proximity to the risk labels or placards on the goods. The minimum dimensions for marine pollutant signs is 10 x10 cm on packages and 25 x 25 cm on CTUs.

4.4. SIGNS & PACKING GROUPS OF HAZARDOUS MATERIAL

4.4.1 Packing groups

In maritime transportation, the risks posed by dangerous goods are communicated through the packing of such goods, therefore, such packages must be in a secure, well-designed, well-manufactured and well-preserved condition. It is not likely for these goods to cause injuries, however, it is possible that the hazardous material or its vapor is released if the package is damaged.

Packages/containers must conform to the specifications below:

- They must not be affected by their content.
- They must be durable enough in the face of rough handling and risks involved in maritime transportation.
- They must be resistant to rain, wind and salt water.
- They must be sufficient and viable for the load they carry.

- They must be in a good condition.
- They must be marked and labeled properly.

For packing purposes, three different “packing groups” are assigned to hazardous materials classified under classes other than Class 1, 2, 6.2, and 7.

- Packing Group **I** - High danger
- Packing Group **II** - Medium danger
- Packing Group **III** - Low danger

4.5. HAZARDOUS MATERIAL SORTING TABLES FOR VESSELS & PORTS BASED ON THEIR CLASSIFICATION

Among the most important aspects of dangerous goods carriage is their stockpiling and separate warehousing. Hazardous materials shall not be warehoused with any other substances which react with these materials.

On board stockpiling and sorting techniques used for hazardous materials passing in our facility must conform to the provisions of IMDG Code and other relevant regulations. IMDG Code, Part 7 describes in detail the methods used for on board stockpiling and sorting of hazardous materials. It is the sea captain’s responsibility to follow these stockpiling and sorting provisions.

4.5.1 Separation of CTUs

Any dangerous goods which need to be separated from the others shall not be stockpiled in the same CTU (container). Moreover, any goods which must be ‘separated’ from the others can be carried in the same CTU if the relevant authority authorizes such conduct. In such cases, equivalent safety level must be preserved.

4.6. DANGEROUS GOODS DOCUMENTATION

There are several types of documents used in maritime industry and these documents are used to communicate information between the following parties:

- Senders
- Recipients
- Transportation Lines
- Authorities
- Banking Services
- Insurance Companies

These documents are legally binding and they may be used in the court for conflict resolution.

The documents necessary for dangerous goods transport are described in detail under Section 5.4 Documentation in IMDG Code Part 1.

Dangerous goods documentation involves the communication of basic information about the danger of the goods. Shipping company shall provide all the relevant information and documents as specified in the Code.

4.6.1 Dangerous Goods Transport Document

Dangerous Goods Transport Document shall include the following:

- Shipment name or accurate technical name (trademarks shall not be accepted)
- Class and Division, if any. Class or Division risk may be included to the classification page. Conformity group shall be specified also for Class 1 goods and additional information shall be included in order to list the risks when the material transported is a gas posing secondary risks
- United Nations number shall be written following the term 'UN'
- Packing group, if any
- Total amount of dangerous goods per volume or per mass next to the package number and type
- Flash point of the materials with a flash point less than or equal to 61°C
- Additional risks are not specified in the shipment name
- The goods shall be denominated as "Marine Pollutants", if required
- One of the informative terms "Empty", "Cleaned" or "Possible Residue" must be used before or after the shipment name of empty containers with hazardous material residue
- For dangerous goods of limited quantity, the term, "Limited Quantity Dangerous Good", shall be added
- Regulations and emergency temperatures for Class 5.2 or Class 4.1 self-reactive materials
- A document signed by the sender showing that the goods are properly classified, packaged, marked, labeled, and suitable for shipment
- Additional information may be requested for explosives, radioactive agents, hazardous materials carried in liquid form, etc.

4.7. STACKING and SEPARATION RULES

The measures taken in our facility regarding the rules specified in "Article 12 of the Regulation on the Transport of Dangerous Goods by Sea" and "Ports Regulation Article 19" specified by the Administration are as follows

4.7.1 Stacking Provisions

This section contains general provisions regarding the stowage of dangerous goods for all types of ships.

Definitions,

Expression away from living spaces; means that packages or cargo transport units are to be stowed at a distance of at least 3 m from living quarters, ventilation equipment, engine room and other enclosed work areas.

Enclosed cargo transport unit for Class 1; means a unit that completely encloses the contents with permanent structures, can be fixed to the ship's structure, and is capable of serving structurally as specified in this section, with the exception of class 1.4. Load bearing units with fabric sides or tops are not closed load bearing units. The floor of a closed cargo transport unit will either be continuous wood cladding or arrangements will be made to stack items on beam grids, wooden pallets or load protection boards.

Combustible material means material that may or may not be a hazardous material, but that ignites easily and continues to burn. Examples of combustible materials are wood, paper, straw, vegetable fibres, such materials manufactured products, coal, lubricant materials and oils can be given. This definition does not apply to packaging materials or load protection boards.

Potential sources of ignition include, but are not limited to, open fire, machinery exhausts, galley vents, electrical outlets, and electrical equipment including those in refrigerated or heated load transport units unless of a documented safety type.

Must be protected from heat sources means that packages and cargo transport units are to be stowed at a distance of at least 2.4 m from heated ship structures whose surface temperature may exceed 55°C. Steam pipes, heating coils, top or side walls of heated cargo and fuel tanks, and partition walls of engine rooms are examples of heated structures. In addition, packages not loaded in a cargo transport unit and stacked on the deck will be protected from direct sunlight. The surface of a freight transport unit is exposed to direct sun in windless conditions.

It can heat up quickly under the light and also heat the load. Depending on the nature of the materials in the cargo transport unit and the planned course, measures should be taken to reduce direct sunlight.

Stacking refers to the proper placement of dangerous goods to ensure safety and environmental protection during their transport on board.

Since we are a coastal facility that provides parking services for land vehicles carrying dangerous goods, stowage provisions are not specified.

Stacking Codes:
The stacking provisions given in column 16a of the IMDG Dangerous Goods List are as follows.
SW1: To be protected from heat sources.
SW2: Far from living areas.
SW3: It will be transported under temperature control.
SW4: Surface ventilation required to assist in removing residual solvent vapor.
SW5: Below deck is stowed in a mechanically ventilated area.
SW6: Mechanical ventilation when stowed below deck, flash point below 23 °C shall comply with SOLAS regulation II-2/19 (II-2/54) for flammable liquids.
SW7: As approved by the competent authorities of shipping related countries.
SW8: Ventilation may be required. Consideration will be given to the possible need to open hatch covers in the event of a fire prior to loading to provide maximum ventilation and to apply water in the event of an emergency, and the risk to the stability of the ship by flooding the cargo areas as a result.
SW9: Good ventilation is provided for the bagged load. Stacking with double straps is recommended. The illustration in 7.6.2.7.2.3 shows that this can be achieved. Regular temperature readings will be taken and recorded at varying depths in the hold during the journey. If the temperature of the load exceeds the ambient temperature and continues to rise, the ventilation is turned off.

SW10: Unless transported in closed cargo units, bales should be properly covered with tarpaulins or the like. Load areas must be clean, dry or free of grease. Fan hoods leading to the load area must have spark arrestor shields. All other openings, entrances and covers to the cargo area must be securely closed. A fire detector will be retained when the hatch remains open during the temporary interruption of loading. During loading or unloading, smoking will be prohibited around and fire extinguishers will continue to be operated immediately.
SW11: Cargo transport units shall be shaded from direct sunlight. Packages in freight transport units should be stacked to allow adequate air circulation throughout the load.
SW12: Consider additional terms specified in transport documents.
SW13: Consider additional requirements specified in the competent authority's approval certificates.
SW14: Category A only if the special stowage provisions of 7.4.1.4 and 7.6.2.8.4 are followed.
SW15: Stacking category B for metal drums.
SW16: Stacking category B for unit loads in open transport units.
SW17: Category E for enclosed cargo transport unit and pallet boxes only. Ventilation may be required. Consideration will be given to the possible need to open hatch covers in the event of a fire prior to loading to provide maximum ventilation and to apply water in the event of an emergency, and the risk to the stability of the ship by flooding the cargo area as a result.
SW18: Category A when carried in accordance with P650.
SW19: For batteries carried in accordance with special provision 376 or 377, category C unless carried on a short international journey.
SW20: Uranyl nitrate hexahydrate solution is applicable to category D for stacking.
SW21: Category D applies to uranium metal pyrophoric and thorium metal pyrophoric stacking.
SW22: For AEROSOLS with a maximum capacity of 1 L: category A.
For AEROSOLS with a capacity over 1 L: category B.
Category C for WASTE AEROSOLS or WASTE GAS CARTRIDGES, away from living quarters.
SW23: When transported in a BK3 bulk container, see Fig. 7.6.2.12 and 7.7.3.9.
SW24: For special stowage provisions, see p. 7.4.1.3 and 7.6.2.7.2.
SW25: For special stowage provisions, see p. 7.6.2.7.3.
SW26: For special stowage provisions, see p. 7.4.1.4 and 7.6.2.11.1.1.
SW27: For special stowage provisions, see p. 7.6.2.7.2.1.
SW28: As approved by the competent authority of the country of origin.
SW29: Category A stacking for engine or machinery containing fuels with a flash point greater than or equal to 23 °C.
SW30: For special stowage provisions, see 7.1.4.4.5.

Handling Codes:
The handling provisions given in column 16a of the IMDG Dangerous Goods List are as follows.
H1: Keep as dry as possible.
H2: Keep as cold as possible.
H3: It should be stowed (or stored) in a cool ventilated place during transportation.
H4: The cleanliness of cargo areas, the safety precautions followed if they have to be done at sea, and the equipment used should at least be at the same level as those used as industry best practice in a port. Until this cleaning is done, asbestos-bearing cargo areas should be closed and access to these areas prohibited.
H5: Avoid handling the package or large package or keep the handling level to a minimum.

Notify the relevant public health or veterinary unit of the risk of exposure to persons or animals.

4.2.2 Separation Provisions

This section contains general provisions for the separation of mutually incompatible goods.

Separation is the process of separating two or more substances or articles which are considered mutually incompatible in the event of a leak or spillage, when the aggregation or heap together may cause extreme hazards or in any other accident.

Separation Table

The general provisions for the separation between the various dangerous goods classes are shown in the "separation table" below.

The Dangerous Goods List should always be consulted for specific provisions for discrimination, as the properties of substances, materials or objects in each class can vary greatly, and conflicting provisions take precedence over general provisions.

Segregation will also consider a single secondary hazard label.

1- Far away

2- separately

3- Separated by a complete partition or warehouse

4- Separated longitudinally by a complete partition or warehouse in between

X- The Dangerous Goods List should be consulted to verify if there are specific separation provisions.

SINIF		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
Patlayıcılar	1.1, 1.2, 1.5	*	*	*	4	2	2	4	4	4	4	4	4	2	4	2	4	X
Patlayıcılar	1.3, 1.6	*	*	*	4	2	2	4	3	3	4	4	4	2	4	2	2	X
Patlayıcılar	1.4	*	*	*	2	1	1	2	2	2	2	2	2	X	4	2	2	X
Alevlenebilir gazlar	2.1	4	4	2	X	X	X	2	1	2	2	2	2	X	4	2	1	X
Zehirli olmayan ve alevlenmeyen gazlar	2.2	2	2	1	X	X	X	1	X	1	X	X	1	X	2	1	X	X
Zehirli gazlar	2.3	2	2	1	X	X	X	2	X	2	X	X	2	X	2	1	X	X
Alevlenebilir sıvılar	3	4	4	2	2	1	2	X	X	2	2	2	2	X	3	2	X	X
Alevlenebilir katılar, (kendiliğinden reaksiyona giren maddeler ve patlayıcı özelliği duyarlılığı azaltılmış katı patlayıcılar dâhil)	4.1	4	3	2	1	X	X	X	X	1	X	1	2	X	3	2	1	X
Kendiliğinden yanmaya yatkın maddeler	4.2	4	3	2	2	1	2	2	1	X	1	2	2	1	3	2	1	X
Su ile temas hâlinde alevlenebilir gazlar açığa çıkaran maddeler	4.3	4	4	2	2	X	X	2	X	1	X	2	2	X	2	2	1	X
Yükseltgen maddeler (ajanlar)	5.1	4	4	2	2	X	X	2	1	2	2	X	2	1	3	1	2	X
Organik peroksitler	5.2	4	4	2	2	1	2	2	2	2	2	2	X	1	3	2	2	X
Zehirli maddeler	6.1	2	2	X	X	X	X	X	X	1	X	1	1	X	1	X	X	X
Bulaşıcı maddeler	6.2	4	4	4	4	2	2	3	3	3	2	3	3	1	X	3	3	X
Radyoaktif malzeme	7	2	2	2	2	1	1	2	2	2	2	1	2	X	3	X	2	X
Aşındırıcı maddeler	8	4	2	2	1	X	X	X	1	1	1	2	2	X	3	2	X	X
Muhtelif tehlikeli maddeler ve nesneler	9	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Separation of Class 1 Goods

Uyumluluk grubu	A	B	C	D	E	F	G	H	J	K	L	N	S
A	X												
B		X											X
C			X	X[6]	X[6]		X[1]					X[4]	X
D			X[6]	X	X[6]		X[1]					X[4]	X
E			X[6]	X[6]	X		X[1]					X[4]	X
F						X							X
G			X[1]	X[1]	X[1]		X						X
H								X					X
J									X				X
K										X			X
L											X[2]		
N			X[4]	X[4]	X[4]							X[3]	X[5]
S		X	X	X	X	X	X	X	X	X		X[5]	X

"X" indicates that items in corresponding compatibility groups can be stacked in the same compartment, warehouse or closed cargo transport unit.

Notes:

1 explosive articles of compatibility group G (excluding fireworks and those requiring special stowage); they can be stacked together with substances in compatibility groups C, D and E, provided that explosive substances are not carried in the same compartment, warehouse or closed cargo transport unit.

2 Groups A shipment of one type in the fit group L can only be stacked with another shipment of the same type in the fit group L.

3 Different types of articles in compliance group N of Part 1.6 may be transported together only if it can be demonstrated that there is no additional risk of chain explosion between these articles. Otherwise, they will be treated like Section 1.1.

4 Objects in compatibility group N; C. When they are carried together with substances and articles in groups D or E; Substances in compatibility group N will be treated as compatibility group D.

5 When objects of compatibility group N are transported together with objects or substances of compatibility group S, the entire cargo shall be treated as compatibility group N.

6 Any combination of objects in compatibility groups C, D and E will be treated as compatibility group E. For the combinations of compatibility group C and D substances, considering the dominant characteristics of the combined load; The most appropriate fit group is treated as shown in 2.1.2.3. This holistic classification code shall be displayed on closed cargo transport units or unit loads on a label or label.

NOTE: Enclosed cargo transport units carrying different goods within the scope of Class 1 do not require separation from each other, provided that 7.2.7.1.4 authorizes the transport of goods together. When this does not allow, the enclosed cargo transport unit will be "separated" from another.

NOTE: According to the IMDG Code 7.2.7.1.5 reference, closed cargo transport units carrying different goods within the scope of Class 1 do not require separation from each other, provided that 7.2.7.1.4 authorizes the goods to be transported together. When this does not allow, the enclosed cargo transport unit will be **"separated"** from another.

Separation Groups
The records allocated to these separation groups are listed in IMDG 3.1.4.4 and are identified by the separation group code in column 16b of the Dangerous Goods List. The separation group codes given in column 16b of the IMDG Dangerous Goods List are as follows.

Ayırma Grubu Kodu	Ayırma Grubu	Tanım
SGG1	1	acids
SGG1a	1, * işaretli kayıtlar	* güçlü asitleri tanımlar
SGG2	2	ammonium compounds
SGG3	3	bromates
SGG4	4	chlorates
SGG5	5	chlorites
SGG6	6	cyanides
SGG7	7	ağır mmetaller ve tuzları (organometalik bileşenleri dahil)
SGG8	8	hypochlorites
SGG9	9	lead and its compounds
SGG10	10	liquid halogenated hydrocarbons
SGG11	11	mercury and mercury compounds
SGG12	12	nitrites and their mixtures
SGG13	13	perchlorates
SGG14	14	permanganates
SGG15	15	powdered metals
SGG16	16	peroxides
SGG17	17	azides
SGG18	18	alkalis

Separation Codes:
Other stacking provisions specified in column 16b of the IMDG Dangerous Goods List do not apply.

SG1: For packages carrying a secondary hazard label under Class 1; like the distinction for class 1, division 1.3. However, with regard to goods in class 1, such as the distinction for primary hazard,
SG2: Like the distinction for Class 1.2G.
SG3: Like the distinction for Class 1.3G.

SG4: Like the distinction for Class 2.1.
SG5: Like the distinction for Class 3.
SG6: Like the distinction for Class 5.1.
SG7: Class 3 'off' stacking.
SG8: Class 4.1 "away" stacking.
SG9: Class 4.3 "away" stacking.
SG10: Class 5.1 "away" stacking.
SG11: Class 6.2 "away" stacking.
SG12: Class 7 "away" stacking.
SG13: Class 8 "away" stacking.
SG14: Stacking "segregated" from class 1, except for Division 1.4S.
SG15: Stacking "separated" from Class 3.
SG16: Stacking "separated" from Class 4.1.
SG17: Stacking "separated" from Class 5.1.
SG18: Stacking "separated" from Class 6.2.
SG19: Stacking "separated" from Class 7.
SG20: SGG1 - Stacking "away" from acids.
SG21: SGG18 - Stacking "away" from alkalis.
SG22: Stacking "away" from ammonium salts.
SG23: Stacking "away" from animal or vegetable oils.
SG24: SGG17 - Stacking "away" from azides.
SG25: Stowing "segregated" from Class 2.1 and 3 goods.
SG26: In addition, a minimum of two container spaces will be maintained from top to bottom for goods of classes 2.1 and 3 when stowed on the deck of the container ship, and a distance of 6 meters from top to bottom when stowed on roro ships.
SG27: Stacking "segregated" from chlorate or perchlorate containing explosives.
SG28: SGG2 - Stacking "segregated" from ammonium compounds and explosives containing ammonium compounds or salts.
SG29: Separation from foodstuffs according to rules in 7.3.4.2.2, 7.6.3.1.2 or 7.7.3.7.
SG30: SGG7 - Stacking "away" of heavy metals and salts.
SG31: SGG9 - Stacking "away" of lead and its compounds
SG32: SGG10 - Stacking "away" of liquid halogenated hydrocarbons.
SG33: SGG15 - Stacking "away" of powdered metals.
SG34: Stacking "segregated" from SGG4 – chlorates or SGG13 – perchlorates and explosives containing chlorate or perchlorate when containing ammonium compounds.
SG35: SGG1 - Stacking "separated" from acids.
SG36: SGG18 - Stacking "separated" from alkalis.
SG37: Stacking "separated" from ammonia.
SG38: SGG2 - Stacking "separated" from ammonium compounds.
SG39: Stacking "segregated" from ammonium compounds, except SGG2 - AMMONIUM PERSULPHATE (UN 1444).
SG40: SGG2 - Stacking "segregated" from ammonium compounds, except for mixtures of ammonium persulfate and/or potassium persulfate and/or sodium persulfate.
SG41: Stacking "separated" from animal or vegetable oils.
SG42: SGG3 - Stacking "separated" from bromates.
SG43: Stacking "separated" from bromide.
SG44: Stacking "separated" from CARBON TETRACHLORIDE (UN 1846).
SG45: SGG4 - Stacking "separated" from chlorates.
SG46: Stacking "separated" from chloride.
SG47: SGG5 - Stacking "separated" from chlorides.

SG48: Stacking "separated" from combustible material (especially liquids).
SG49: SGG6 - Stacking "separated" from cyanides.
Separation from foodstuffs in SG50: 7.3.4.2.1, 7.6.3.1.2 or 7.7.3.6.
SG51: SGG8 - Stacking "separated" from hypochlorites.
SG52: Stacking "separated" from iron oxide.
SG53: It shall not be stacked together with flammable materials in the same cargo transport unit.
SG54: SGG11 - Stacking "separated" from mercury and mercury compounds.
SG55: Stacking "separated" from mercury salts.
SG56: SGG12 - Stacking "separated" from nitrites.
SG57: Stacking "separated" from odor absorbing loads.
SG58: SGG13 - Stacking "separated" from perchlorates.
SG59: SGG14 - Stacking "separated" from permanganates.
SG60: SGG16 - Stacking "separated" from peroxides.
SG61: SGG15 - Stacking "separated" from powdered metals.
SG62: Stacking "separated" from sulfur.
SG63: Stacking as class 1 "longitudinally separated with a complete partition or hatch in between".
SG64: [Reserved]
SG65: Class 1 "separated by a complete bulkhead or hatch" stacking, except section 1.4.
SG66: [Reserved]
SG67: Stacking in divisions 1.1, 1.2, 1.3, 1.5 and 1.6 "segregated longitudinally with a full compartment or hatch" and division 1.4 "segregated", excluding explosives within compatibility group J
SG68: Flash point 60 °C c.c. At or below the distinction for class 3, but "away" from class 4.1.
SG69: For AEROSOLS with a maximum capacity of 1 L: separation for class 9. Stowing "segregated" from class 1, except for section 1.4. For AEROSOLS with a maximum capacity of 1 L: as for the appropriate subdivision of class 2. The distinction for the appropriate subdivision of class 2 for WASTE AEROSOLS.
SG70: For arsenic sulfides, SGG1 - stacking "separated" from acids.
SG71: In practice, there is no need to apply the provisions for segregation of goods within the scope of section 7.2 in the context of dangerous goods being integral parts of full life-saving vehicles.
SG72: See. 7.2.6.3.2
SG73: [Reserved]
SG74: Separation for 1.4G.
SG75: SGG1a - Stacking "separated" from strong acids.
SG76: Like Class 7 segregation
SG77: Like Class 8 segregation. However, with regard to class 7, there is no need to make any distinctions**.**
SG78: Stack 'separate' lengthwise with a full compartment between them or keep them away from sections 1.1, 1.2, and 1.5

5. HANDBOOK FOR DANGEROUS GOODS HANDLING AT THE COASTAL FACILITY;

(The IDO Ship is not used.)
The handbook was made separately and distributed within the facility.
The IMDG Code 40-20 version is available in the facilities as Volume-1 and Volume-2.

6. OPERATIONAL CONSIDERATIONS;

6.1. PROCEDURES CONCERNING OPERATIONS SUCH AS APPROACHING, DOCKING, LOADING/UNLOADING, BERTHING or MOORING OF A VESSEL CARRYING HAZARDOUS MATERIALS AT DAY/NIGHT

6.1.1 The voyages are made under the conditions and conditions permitted by the Port Authority, depending on the 3rd paragraph of the 18th Article of the Ports Regulation. The transporting ships do not belong to İDO A.Ş.

6.1.2 Maritime Pilot shall be informed about the dangerous goods on board before maneuvering.

6.1.3 Approaching shall be planned after the vessel is lifted in risky situations, having considered the position of the vessel carrying dangerous goods.

6.1.4 In the event that the application of the Ship Master regarding the mooring of the ships is not considered safe for the port, the ship's captain is provided by the ship's captain to tie the ship with additional ropes.

6.1.5 In cases where it is established that unfavorable weather conditions, fast current, wind, etc. renders loading/unloading unsafe, measures such as cease of operation, and mooring of the berthed vessels shall be considered.

6.1.6 Berth sites are separate for vessels carrying hazardous materials and these vessels shall standby at these berth sites reserved for them.

6.2. PROCEDURES CONCERNING THE ADDITIONAL MEASURES TO BE TAKEN BASED ON SEASONAL CONDITIONS AFFECTING LOADING, UNLOADING & LIMBO PROCEDURES

6.2.1 The voyages are made under the conditions and conditions permitted by the Port Authority, depending on the 3rd paragraph of the 18th Article of the Ports Regulation. The transporting ships do not belong to İDO A.Ş.

6.2.2 Approaching shall be planned after the vessel is lifted in risky situations, having considered the position of the vessel carrying dangerous goods.

6.2.3 In the event that the application of the Ship Master regarding the mooring of the ships is not considered safe for the port, the ship's captain is provided by the ship's captain to tie the ship with additional ropes.

6.2.4 In cases where it is established that unfavorable weather conditions, fast current, wind, etc. renders loading/unloading unsafe, measures such as cease of operation, and mooring of the berthed vessels shall be considered.

6.3. PROCEDURES CONCERNING SAFE DISTANCE OF INFLAMMABLE & EXPLOSIVE MATERIALS FROM SPARKING / SPARKABLE PROCESSES and NON-OPERATION OF ANY TOOLS, APPARATUS or DEVICES AT DANGEROUS GOODS HANDLING, STOCKPILING & STORAGE AREAS

(NO HAZARDOUS GOODS STACKING AND STORAGE)

6.3.1 Smoking, building a fire, performing handiwork such as welding at the loading deck of vessels carrying hazardous materials transports and at locations where such cargo is stored at the facility is not allowed.

6.3.2 Flammable substances are kept at a distance from sparking processes and no sparking devices or tools are operated at or around the hazardous materials transports.

6.3.3 The following is required for operations at dangerous goods sites, around hazardous materials transports, especially when using flammable, inflammable, and explosive materials;

- Not performing processes with heat-affected zones (welding, cutting, etc); in cases where it is a necessity to perform such a process, taking technical safety measures and proceeding with utmost care,
- Not using exproof hand pieces,
- Only allowing experienced personnel,
- Informing relevant departments before the process,
- Informing the field personnel,
- Ensuring that the personnel designated to perform Hot Work has personal protective equipment and a self-contained breathing apparatus, when necessary.

6.4. PROCEDURES CONCERNING FUMIGATION, GAS LEVEL MEASUREMENT & GAS DISCHARGE PROCESSES

The processes in question are not performed in our facility.

7. DOCUMENTATION, CONTROL & RECORD KEEPING;

7.1. PROCEDURES CONCERNING ALL THE MANDATORY HAZARDOUS MATERIAL DOCUMENTS & INFORMATION WHICH NEED TO BE MADE AVAILABLE TO AND CONTROLLED BY THE AUTHORIZED PERSONNEL

7.1.1 The following documents concerning hazardous materials shall be kept and they must be up-to-date.

- IMDG Code // International Maritime Dangerous Goods Code
- MARPOL 73/78 // International Convention for the Prevention of Pollution from Ships,
- SOLAS 1974 // International Convention for the Safety of Life at Sea

7.1.2 The Operations Department shall keep any record about:

- Inbound
- Outbound

It will create all records regarding dangerous cargoes completely and keep them in a way that can be shown when requested. Dangerous cargo records are limited to personnel who need to know.

7.2. PROCEDURE CONCERNING THE ROUTINE AND THOROUGH KEEPING OF AN UPDATED LIST OF ALL THE HAZARDOUS MATERIALS AVAILABLE AT THE COASTAL FACILITY AND OTHER RELEVANT INFORMATION

7.2.1 Planning and Operations Departments jointly check the accuracy of the information provided by the Sender of the Hazardous Material Transports using the Dangerous Goods document and the records of the dangerous goods are kept by the Operations Department including the following information.

- UN Number,
- PSN (Proper Shipping Name)
- Class (and Division, if any)
- Packing Group
- Marine Pollutant status
- Sender
- Vehicle number
- Additional Information

This information shall be stored on a digital medium or physically filed in a manner it will be accessible only by the authorized personnel and disclosed on demand.

7.2.2 In case of an inconsistency between the information received from Operations Dept. and information collected for the goods, Operations Dept. is notified immediately and the Sender is instructed to verify the dangerous goods / vehicle / container information or to correct the faulty label or sign.

7.3. REPORTING PROCEDURE INCLUDING THE CONFIRMATIONS OF PROPER IDENTIFICATION OF HAZARDOUS MATERIALS, PROPER USE OF CORRECT SHIPPING DENOTATIONS FOR DANGEROUS GOODS, THEIR CERTIFICATION, PROPER PACKING, LABELING & PROPER STATEMENT, PROPER LOADING INTO & TRANSPORTATION IN PROPER PACKAGE, CONTAINER OR TRANSPORTATION UNIT IN ACCORDANCE WITH THE PROCEDURES, RELEVANT CONTROLS AND THE RESULTS OF THESE CONTROLS

7.3.1 In case of an inconsistency between the information received from Operations Dept. and information collected for the goods, Operations Dept. is notified immediately and the Sender is instructed to verify the dangerous goods / vehicle / container information or to correct the faulty label or sign.

Planning and Operations Departments jointly check the accuracy of the information provided by the Sender of the Hazardous Material Transports using the Dangerous Goods document and the records of the dangerous goods are kept by the Operations Department including the following information.

- UN Number,
- PSN (Proper Shipping Name)
- Class (and Division, if any)

- Packing Group
- Marine Pollutant status
- Sender
- Vehicle number
- Additional Information

7.3.2 In case of an inconsistency between the information received from Operations Dept. and information collected for the goods, Operations Dept. is notified immediately and the Sender is instructed to verify the dangerous goods / vehicle / container information or to correct the faulty label or sign.

7.4. PROCEDURE CONCERNING THE PROVISION and KEEPING OF HAZARDOUS MATERIAL SAFETY DATA SHEET (SDS)

7.4.1 According to the Turkish laws, as of January 1, 2014, it is mandatory to present a Hazardous Material Safety Data Sheet (MSDS) with the dangerous goods to be transported using any mode of transportation (air, water, and land transport).

- UN Number,
- PSN (Proper Shipping Name)
- Class (and Division, if any)
- Packing Group
- Marine Pollutant status
- Tunnel Restriction Code

For all dangerous goods that will be accepted to be transported at the facility, it is checked that this document is included with the dangerous goods.

7.5. PROCEDURE CONCERNING THE KEEPING OF RECORDS AND STATISTICS ABOUT DANGEROUS GOODS

7.5.1 Records and reports are archived for a period of 5 years by relevant departments.

8. EMERGENCIES, EMERGENCY PREPAREDNESS & RESPONSE;

8.1. RESPONSE PROCEDURE IN DANGEROUS SITUATIONS INVOLVING HAZARDOUS MATERIALS AND DANGEROUS GOODS WHICH MAY POSE MATERIAL & IMMATERIAL RISKS AND/OR ENVIRONMENTAL RISKS IN OUR FACILITY

8.1.1 Protective measure options available for certain situations depend on a number of factors. In some cases, evacuation may be the best option. In others, sheltering may be the best option. And sometimes, it is possible to apply both of these methods simultaneously. In emergencies, authorities need to communicate their instructions to the public immediately. The public, whether being sheltered at the scene of accident or being evacuated, needs to receive information and instructions uninterruptedly.

8.1.2 Proper evacuation of the elements below will define the effectiveness of evacuation or sheltering at the scene of accident. The importance attached to these elements may vary depending on the emergency conditions. In specific emergencies, other elements must also be identified and taken into consideration. This list gives an idea about the type of information needed to make the first decision.

8.1.2.1 Hazardous Materials

- Level of health threat
- Chemical and physical properties
- Amount in question
- Holding/release control

- Ratio of vapor movement

8.1.2.2 Population Under Threat

- Their location
- Number of people
- Time left for evacuation or on-site sheltering
- Possibility of controlling evacuation or on-site sheltering
- Types of existing buildings
- Private institutions and populations

8.1.2.3 Weather Conditions

- Its effect on vapor and cloud motion
- Potential of changing
- Its effect on evacuation or on-site sheltering

8.1.3 Protective Measures, represent the steps to be taken with regards to the safety and protection of emergency response teams and the public in case of an accident where hazardous materials are released.

8.1.4 Isolation of the Hazard Zone and Allowing No Access, means that anyone who is not part of the emergency response shall be cleared off the hazard zone. Any emergency response team without proper PPEs shall not be allowed in the isolated zone.

8.1.5 Evacuate: Means that everyone needs to be taken from a hazard zone to a safety zone. Proper evacuation would require alerting and preparing the people to evacuate the area and would require having sufficient time to do so. If there is enough time to evacuate, then, evacuation is the best protective option.

8.1.6 Anyone in the close vicinity or anyone in sight must be evacuated the first. When reinforcements arrive, evacuate after defining the downwind and upwind areas.

8.1.7 Even after the persons are evacuated to a zone at a recommended distance from the hazard, they may not be fully safe. These persons shall not be allowed to rally at these distances. Evacuation the persons to a distance using a specific corridor where there will be no need to evacuate again if the direction of the wind changes.

8.1.8 On-site Sheltering, represents the act of protecting persons in a building until the emergency is resolved. The measure involving on-site sheltering is performed when evacuation proves to be riskier when compared to on-site sheltering or when evacuation is not possible. Instruct the persons indoors to shut all the doors and windows and to block all the vents, and heating and cooling systems.

8.1.8.1 On-site sheltering is not the best practice in following cases:

- When the vapor is combustible,
- When removal of the gas in the space will take long time,
- When it is not possible to properly seal the building,
- Vehicles may provide shelter, for a short period of time, when their windows are shut and ventilation systems are closed. However, vehicles are not as safe as buildings in terms of on-site sheltering.

8.1.9 It is vital to maintain communication with authorized personnel in the building in order to advise them on changing conditions. Any persons sheltered on-site must be instructed to clear away from the windows as glass or metal shards can enter one's body as the glass is broken in case of a fire hazard and/or explosion.

8.1.10 Each hazmat-related incident proves to have a different set of elements. And there are issues and concerns escalated with regards to each one of these elements. The method used to protect the persons must be carefully selected.

8.1.11 EmS Guidelines - Revised Emergency Response Procedures for Ships Carrying Dangerous Goods refer to the relevant emergency schedules for **FIRE** and **SPILL**.

The first EmS code refers to the relevant Fire Schedule.
(eg Fire Schedule,"F-A": General Fire Schedule).

The second EmS code refers to the Spill Schedule.
(eg Spillage Chart, "S-A": Toxic Substances).

EmS Codes are shown in Column 15 of IMDG Table 3.2.

In case of fire as a result of an accident involving dangerous substances passing through the port facilities, the **Emergency Plan (EmS)** attached to the IMDG CODE will be taken into account.

8.1.11.1 The measures to be applied in the emergency plan for fire are generally as follows;
F-A (General Fire Plan)
F-B (Explosives and objects)
F-C (Non-Flammable Gases)
F-D (Flammable Gases)
F-E (Flammable Gases that do not react with water)
F-F (Temperature Controlled Self-Reactants and Organic Peroxides)
F-G (Substances Reacting with Water)
F-H (Oxidizing Substances with Explosive Potential)
F-I (Radioactive Substances)
F-J (Self-Reactants and Organic Peroxides with Uncontrollable Temperature)

8.1.11.2 The measures to be applied in the emergency plan for spillage/leakage/spill are generally as follows;
S-A (Toxic substances)
S-B (Corrosive Substances)
S-C (Flammable, Corrosive Liquids)
S-D (Flammable Liquids)
S-E (Flammable Liquids, Floating)
S-F (Water-soluble Marine Pollutants)
S-G (Flammable Solids and Self-Reactive Substances)
S-H (Flammable Solids "Flammable Substances")
S-I (Flammable Solids "Repackaging Possible")
S-J (Wet Explosives, Some Self-Heating Substances)
S-K (Temperature Controlled Self-Reacting Substances)
S-L (Suddenly Combustible and Water-Reactive Substances)
S-M (Sudden Burn Damage)
S-N (Substances Actively Reacting with Water)
S-O (Substances Hazardous When Wet "Materials That Cannot Be Collected")
S-P (Substances Hazardous When Wet "Collected Substances")
S-Q (Oxidizing Substances)
S-R (Organic Peroxides)
S-S (Radioactive Substances)

S-T (Biological Hazardous Hazardous Substances)
S-U (Flammable, Toxic and Corrosive Gases)
S-V (Flammable and Non-Toxic Gases)
S-W (Oxidizing Gases)
S-Y (Explosive Chemicals)
S-Z (Toxic Explosives)

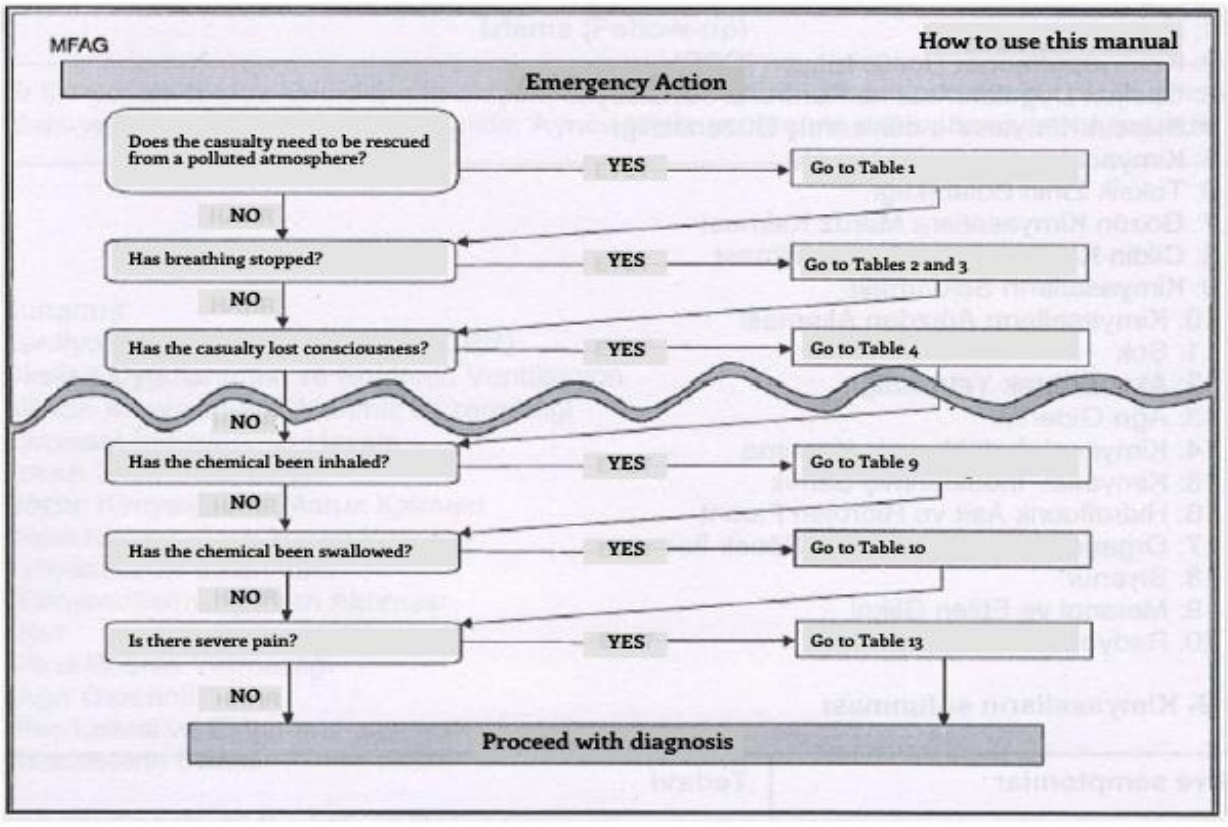
UN	SHIPMENT NAME	EMS FIRE	EMS LEAK / LEAK / SPILL
UN 1073	OXYGEN, LIQUEFIED	F-C	S-W
UN 1017	CHLORINE	F-C	S-U
UN 1005	AMMONIA	F-C	S-U
UN 1965	LPG	F-D	S-U
UN 1972	LNG	F-D	S-U

Some of the main items we carry in our facility are exemplified as follows.

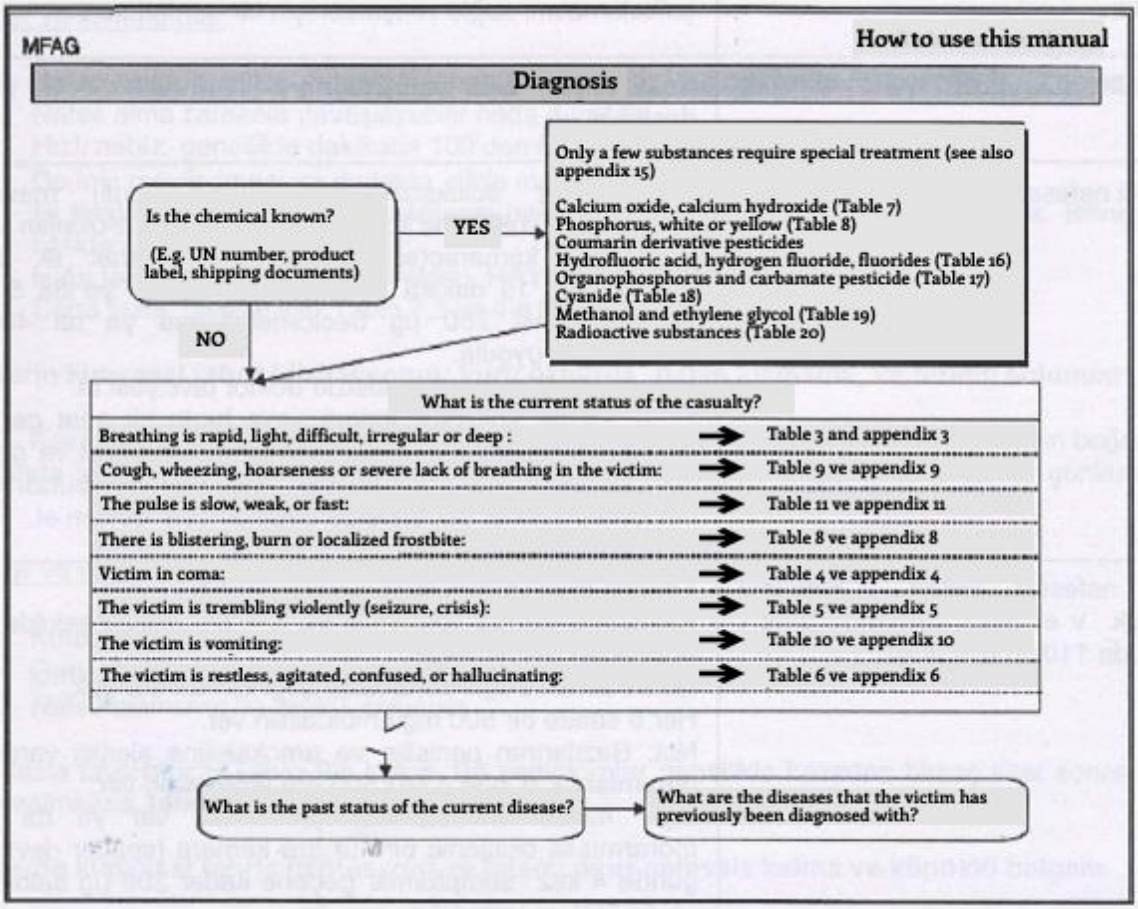
8.1.12 Medical First Aid Guide (MFAG) will be used in accidents involving dangerous substances.
The points to be considered while using the guide are as follows.

8.1.12.1 Emergency response will be made first when exposed to dangerous substance.
Medical first aid guide will be applied in 3 steps.
Step 1: Emergency response and diagnosis Starts here
Step 2: Consider the tables The tables contain short instructions for special cases
Step 3: Consider the supplements The appendices contain detailed information about drugs and chemicals that may be exposed.

Use the table below when performing an Emergency Response.



Use the table below for diagnosis.



8.1.12.2 MFAG Tables contain additional information for special cases, and the information regarding the tables is as follows:

Table 1: Recovery
Table 2: Cardiopulmonary Resuscitation (CPR)
Table 3: Oxygen Administration and Controlled Ventilation
Table 4: Chemical-Induced Disorder of Consciousness
Table 5: Chemical-Induced Remittance
Table 6: Toxic Mind Blur
Table 7: Eye Exposure to Chemicals
Table 8: Skin Exposure to Chemicals
Table 9: Inhalation of Chemicals
Table 10: Oral Ingestion of Chemicals
Table 11: Shock
Table 12: Acute Renal Failure
Table 13: Pain Relief
Table 14: Chemical-Induced Bleeding
Table 15: Chemical-Induced Jaundice
Table 16: Hydrofluoric Acid and Hydrogen Fluorite
Table 17: Organophosphate and Carbamate Pesticide
Table 18: Cyanide
Table 19: Methanol and Ethylene Glycol
Table 20: Radioactive Substances

8.1.12.3 The annexes provide detailed information about drugs and chemicals that may be exposed. Information on the annexes is as follows:
Annex 1: Recovery
Annex 2: Cardiopulmonary Resuscitation (CPR)
Annex 3: Administration of Oxygen and Controlled Ventilation
Annex 4: Chemical-Induced Disorder of Consciousness
Annex 5: Chemical-Induced Remittance
Annex 6: Toxic Blurring
Annex 7: Eye Exposure to Chemicals
Annex 8: Skin Exposure to Chemicals
Annex 9: Inhalation of Chemicals
Annex 10: Oral Ingestion of Chemicals
Annex 11: Shock
Annex 12: Acute Renal Failure
Annex 13: Pain Relief
Annex 14: Medication List and Equipment
Annex 15: List of Substances

8.2. THE MEANS, CAPABILITY & CAPACITY OF THE COASTAL FACILITY TO RESPOND TO EMERGENCIES

The facility has an approved fire response plan. Fire-fighter team members are assigned for each shift. Planned and unplanned training sessions and drills are scheduled randomly and relevant records and reports are kept. The fire extinguishing equipment is made available at the facility as suggested in the Approved Plan and such equipment is routinely maintained and tested.
Section **3.2.3** provides details about the emergency response teams.

8.3. REGULATIONS ON THE INITIAL RESPONSE PROCEDURE IN ACCIDENTS CAUSED BY DANGEROUS GOODS (INITIAL RESPONSE PROCEDURE, FIRST AID MEANS and CAPABILITIES, etc.)

8.3.1 In case of an Emergency in our facility or any indication thereof, Emergency Coordinator shall take necessary steps in accordance with the Emergency Management System as suggested in relevant plans. Emergency Management Group reviews the decisions made with regards to the measures to be taken in accordance with the provisions of ISGOTT and IMDG Code. Updated information is collected about the situation by the Emergency Management Group and decisions are made to take higher order measures or seeking external assistance.
8.3.2 At the facility level, Emergency Management Group maintains secure and fast internal and external communication with Emergency Response Plans involving a well-designed organization, well-trained personnel, and procedures and documents. The following measures are applied as part of the Emergency Management, and the process is monitored and inspected.

ACTION TO BE TAKEN	Relevant Departments
WARNING: Announcement of the possibility of an emergency or an unexpected situation	All the Personnel and the Vessel
SEEKING ASSISTANCE: Communication of necessary information to relevant authorities	All the Personnel
RESPONSE: Organization of a response using proper equipment and trained personnel as suggested in the Emergency Response Plan	Response Teams
FIRST AID: Performance of first aid procedures until the professional support arrives	All the Personnel Trained in First Aid
RECOVERY: Recovery of equipment, devices, information, and important documents available in the Port Facility	First Aid Personnel
PROTECTION: Protection of equipment, devices, information, and important documents recovered	Security Personnel
MANDATORY NOTIFICATIONS: Submission of necessary notifications to public authorities as suggested in the Regulation	Management

8.4. ANNOUNCEMENTS TO BE MADE IN EMERGENCIES BOTH INTERNALLY AND EXTERNALLY

- Time of the accident,
- The reason behind the accident and the mode of occurrence,
- Location, position and impact area of the accident,
- Information about the vessels involved in the accident, if any,
- Meteorological conditions
- UN Numbers of hazardous materials, their proper shipment name and quantity
- Class and division of hazardous materials, if any,
- Packing group, if any,
- Additional risks involved, such as marine pollutant, if any,
- Sign and label details of the hazardous materials
- Properties of the package, CTU and container of the hazardous material and their numbers
- Information about the hazardous material manufacturer, sender, carrier, and recipient
- The level of damage/pollution caused
- Number of casualties, if any

Emergency response steps taken by the coastal facility during the accident.

8.5. ACCIDENT REPORTING PROCEDURES

8.5.1 Communication

In any emergency in the port facility, internal and external communication methods are defined and the following communication channels are used to manage the emergency effectively;

- Land Lines/Mobile Phones
- PCs
- Radio Communication
- Siren
- Messengers

Public authorities, neighboring facilities and relevant personnel shall be contacted as soon as an emergency occurs in the port.

8.5.2 Reporting

Emergency Management Center shall facilitate the reporting system which informs relevant authorities about the Emergency as soon as possible. Records of these reports including the information to be communicated in case of an emergency will be generated properly.
Any accident involving dangerous goods shall be reported to the Port Authority. The format of the report is free form and it shall include the following information:

- Time of the accident,
- The reason behind the accident and the mode of occurrence,
- Location, position and impact area of the accident,
- Information about the vessels involved in the accident, if any,
- Meteorological conditions
- UN Numbers of hazardous materials, their proper shipment name and quantity
- Class and division of hazardous materials, if any,
- Packing group, if any,
- Additional risks involved, such as marine pollutant, if any,
- Sign and label details of the hazardous materials
- The characteristics and number of the cargo transport unit where the dangerous substance is transported, if any.
- Information about the hazardous material manufacturer, sender, carrier, and recipient
- The level of damage/pollution caused
- Number of injured, dead and missing, if any,
- Emergency response steps taken by the coastal facility during the accident.

8.6. COORDINATION, SUPPORT & COOPERATION METHODS USED WITH PUBLIC AUTHORITIES

8.6.1 Any accident involving hazardous materials shall first be coordinated with the Ports Authority. Upon the announcement of the Port Authority, support teams of Provincial/District Fire Dept., Disaster and Emergency Management Presidency (AFAD), and neighboring facilities shall be coordinated.

8.7. EMERGENCY PROCEDURE FOR EVACUATION OF SHIPS AND VESSELS FROM THE COASTAL FACILITY

8.7.1 Emergency Unberthing, Preparation

8.7.1.1 Any emergency shall be communicated to the Ports Authority.
8.7.1.2 If the decision made for the vessel to perform emergency unberthing procedure, the Port Authority shall define the safe berths where the Vessel can be taken in a controlled manner.

8.7.2 Emergency Unberthing, Process

8.7.2.1 The vessel shall start unberthing as soon as the abovementioned preparations are reviewed and approved.
8.7.2.2 Coordination and cooperation between Terminal, the Vessel and Port Authorities are essential at each step.

8.7.2.3 Emergency Unberthing shall be completed following the steps below, respectively;

- Sounding the alarm
- Communication about the emergency using VHF devices or phone
- Performance of the first situation assessment by the Sea Captain and the Port Facility
- Ceasing all operations
- Enactment of Port Facility and Vessel emergency response measures
- Worsening of the situation and the existence of emergency unberthing conditions as suggested above
- Performance of the situation assessment by the Sea Captain, representative of the Port Facility, representative of president of the Ports Authority, and the Maritime Pilot
- Emergency unberthing decision to be taken
- Informing the neighboring facilities and other vessels about the situation
- Completion of vessel's preparations and receipt of the confirmation that they are ready from the Sea Captain

8.7.3 After Emergency Unberthing

8.7.3.1 Reaching a decision on the towing and new berthing location of the vessel after unberthing and its declaration.

8.7.3.2 Deployment and berthing of the vessel to the reserved location using tug boats or its own engine.

8.7.3.3 Inspection of the Port Facility for any possible damages or shortcomings

8.7.3.4 Evaluation of when the ship and port facility will be ready for cargo transit again.

8.7.3.5 Communication of any setbacks occurred during Emergency Unberthing, if any

8.7.3.6 Mutual understanding of guidance and towage institution and the coastal facility on any possible fire hazards, explosion, etc. during loading/unloading,

8.7.3.7 Based on the weather and sea state, towage of the vessel away from the facility to a safe location as soon as possible using sufficient number of tug boats equipped to fight fire.

Detailed information on this process is made available in Appendix-22.

8.8. PROCEDURE CONCERNING THE HANDLING AND DISPOSAL OF DAMAGED DANGEROUS GOODS AND ANY GOODS CONTAMINATED WITH HAZARDOUS MATERIAL

8.8.1 Damaged Goods

Any CTUs detected to be damaged causing leaks shall not be loaded on board until they are repaired of until the damaged packages are removed. Necessary communication shall be made to the Ports Authority about any damaged or leaking packages, CTUs or containers with dangerous goods content.

8.8.2 Waste Collection & Carriage

Hazardous and non-hazardous wastes coming out of our terminals and ships are separated according to their types and are collected in our temporary storage areas, and are received by the licensed company we work with for disposal in accordance with the legislation.

Bilges from our ships are towed by a licensed land tanker belonging to IDO A.S. and delivered to ISTAC Haydarpaşa Waste Reception Facility within the scope of the contract.

8.9. EMERGENCY TRAINING & RECORDS

8.9.1 Training Practices

The personnel tasked with the emergency preparedness in the emergency organization of the facility shall be prepared for this task with a number of training programs. Such training programs shall be made available with the support of specialized organizations, when necessary. In this context, the personnel tasked with this purpose in the facility received necessary IMDG CODE training and they hold necessary Certifications.
Any drills conducted to test the sufficiency of Emergency plans and to be prepared for emergencies shall be designed in a way to reflect the worst case scenarios which may occur in the facility.

8.9.2 Drill Scenarios

The worst case scenario which is an isolated event or a combination of possible events is considered in drill planning. The drill is completed in the fastest and most efficient way possible based on these scenarios.

8.9.2.1 Emergency Drills to be held within the port facility;

- The port should be specified in the annual training plans.
- Can be planned as local or general intervention
- Safety, Spill etc. can be combined into exercise scenarios
- Drills can be made with or without notice
- The drills can be done in practice, as well as in a desk, seminar style.

9. OCCUPATIONAL HEALTH & SAFETY;

9.1. THE PURPOSE OF OCCUPATIONAL HEALTH & SAFETY MEASURES

Among the purposes of the occupational health and safety measures taken in our facility are, as follows;

- Employee Protection

This is the main purpose of occupational health and safety efforts carried out. Also, ensuring their physical and spiritual integrity, having protected them against occupational hazards and diseases.

- Production Safety

As production safety brings with it increased efficiency, it is important especially in economic terms.

- Business Safety

As any measures taken in a working space aims to eliminate machine failures, downtime, explosions, fire hazards, etc. which pose operational risks due to occupational accidents or unsafe working conditions, business safety will be ensured.

The goal of the port facility with regards to its occupational health and safety (OHS) practices is “zero” accidents. In this context, OHS practices are used in the facility, employees are trained routinely and occupational awareness is created with the placement of safety instructions at the port site. Any PPE to be used within the area of responsibility of the port facility in transit dangerous goods are made available in sufficient quantity and quality in the port facility at all times.

In this context,

- As per the provisions of Law no 6331 on Occupational Health and Safety and relevant Regulations, an Occupational Health and Safety Management System (OHSMS) is used in our port facility in order ensure material, immaterial and environmental protection.
- Anyone entering/exiting the port must wear Personal Protective Equipment (hard hat, high-visibility vest, steel toe boots) as suggested in the TSE standard.
- Any coastal facility personnel handling hazardous materials and other personnel involved in loading/unloading, and warehousing of such materials are equipped with suitable PPE and port personnel is informed about the use of such equipment as part of training programs or drills.

9.2. OCCUPATIONAL HEALTH & SAFETY TRAINING

- The personnel start working in the port facility only after receiving the basic occupational health and safety training.
- In addition to this training, the following are performed: Ergonomy training concerning the work involved in our facility (presented by the Workplace Doctor)
- First aid training, fire hazard training, emergency response training for the purpose of emergency preparedness
- Chemical handling training for the personnel assigned to the loading/unloading areas
- Awareness training on working at height, live-line working, etc. for our maintenance team.
- Moreover, instant training sessions (TOOLBOX) are organized by our OHS specialists
- The records of the training programs are archived jointly by the HR Dept. and OHS Dept.

9.3. SITE SAFETY

An OHS specialist is employed to be responsible for any occupational issue on-site and OHS specialist services are also outsourced. OHS specialist creates reports on the shortcomings they have identified on-site and communicate such reports to relevant departments via e-mail. OHS specialists reports any failure he/she detects during site inspection to the maintenance team using the failure module and inspects the process until such failure is eliminated.

9.4. RISK ANALYSIS

OHS specialists identify any possible risks involved in working in the facility, accompanied by a team of site workers, and minimize such risks having developed measures to be taken against these risks. During this process, OHS specialist identifies issues such as missing training, etc. and starts working on eliminating such issues. OHS specialist discusses the shortcomings he/she identified as part of the risk analysis and with other members of the committee at monthly OHS meetings, makes decisions and publishes these decisions.

9.5. PERIODICAL CONTROLS

Any lifting machines, grounding installation, pressurized containers, fire extinguishers and hoses are inspected at intervals stated in the law and relevant records are kept. OHS specialist escalates the shortcomings identified during periodical controls to the maintenance team and ensures that they are eliminated.

9.6. HAZARDOUS WORK PERMITS

Any work to be done in the facility such as working at height, excavation works, working in closed containers, etc. are subject to work permits and such work shall not start without necessary controls are implemented and approval is obtained.

9.7. LEGAL CONDITIONS

Any legal regulations about occupational health and safety which may be relevant to our facility is monitored by our OHS Dept. through the Official Journal.

9.8. NEAR-MISS SITUATIONS

Any near-miss situations occurred in our facility is reported by the personnel and escalated by the OHS Dept. to the relevant OHS committee in order to take quick action to find a remedy.

9.9. CONTRACTOR MANAGEMENT

OHS Dept. inspects any occupational health and safety requirements with regards to any contractor activity (security, F&B, lashing, helmsman, etc.) conducted in the facility. In this context,

- OHS specialists of the contractor in question are contacted
- It is ensured that workplace doctors visit their facility
- Relevant records of the contractor (risk analysis, emergency plans, etc.) are requested and recorded
- They are notified to remedy any shortcomings (training, PPE etc.) which may be identified
- It is ensured that they are a party to OHS guidelines.

9.10. PROCEDURE CONCERNING THE INFORMATION ON PERSONAL PROTECTIVE EQUIPMENT AND THEIR USE

Some types of PPE used in the facility;
ANSELL
Alphatec 58-530 Chemical Gloves
Hyflex 11-926 General purpose glove

3M
2890S Chemical Glasses
6500QL Half Face Mask
6098 Half Face Mask Filters
4570 Chemical Disposable Coverall

Except for the above, helmet, work safety shoes and reflective vests are distributed.

10. OTHER CONSIDERATIONS;

10.1 VALIDITY OF ROHS CERTIFICATE OF CONFORMITY

T.C.
ULAŞTIRMA VE ALTYAPI BAKANLIĞI
Tersaneler ve Kıyı Yapıları Genel Müdürlüğü

KIYI TESİSİ GEÇİCİ İŞLETME İZİN BELGESİ

BELGE NO	**: 2701.[05]-G5**
Tesisin Adı	**: MALTEPE İDO TERMİNALİ**
Tesis Adresi	**: Kadıköy Maltepe Sahil Yolu Maltepe İskelesi Maltepe/İSTANBUL**
Tesis İşletmecisi Adı	**: İSTANBUL DENİZ OTOBÜSLERİ SAN. TİC. A.Ş.**

Kıyı Tesislerine İşletme İzni Verilmesine İlişkin Usul ve Esaslar Hakkında Yönetmeliğe dayanılarak Ulaştırma Ve Altyapı Bakanlığınca düzenlenmiş bu belgeye göre, yukarıda belirtilen kıyı tesisine aşağıda işaretlenmiş deniz araçları/gemiler yanaşıp, tahmil/tahliye yapabilir:

- ☐ Feribot (Ferry)/Yolcu (Passenger)
- ☐ Genel Kargo Gemisi (General Cargo Ship)
- ☐ Dökme Yük Gemisi (Bulk Carrier)
- ☐ Petrol/Ürün Tankeri (Crude Oil/Product Tanker)
- ☑ **Ro-Ro Gemisi (Ro-Ro)**
- ☐ Kimyasal Tanker (Chemical Tanker)
- ☐ Sıvılaştırılmış Gaz Gemisi (Liquified Gas Carrier) (LPG Gemisi)
- ☐ Konteyner Gemisi (Container Ship)
- ☑ **Diğer (Other) (Araba Ferisi, Deniz Otobüsü, Yolcu Motoru, Deniz Taksi, Servis Motoru, Gezi Teknesi)**

- ☐ Ana statüsü üçüncü şahıslara ait yüklerin tahmil/tahliyesi işlemidir.
- ☑ **Ana statüsü kendi yüklerinin tahmil/tahliyesi işlemi olup üçüncü şahıslara ait yüklerin tahmil/tahliyesini gerçekleştirebilir.**
- ☐ Ana statüsü kendi yüklerinin tahmil/tahliyesi işlemidir.

SINIRLAMALAR:

Uluslararası Gemi ve Liman Tesisi Güvenlik Kodu (ISPS Kod) kapsamına giren kıyı tesislerince, uluslararası faaliyetlerin yürütülmesini teminen ilgili mevzuat hükümlerinin yerine getirilmesi gereklidir.

Bu İşletme İzin Belgesi 23/05/2023 tarihine kadar geçerlidir.
Düzenleme Tarihi: **18/05/2022**

Salih TAN
Genel Müdür

Tarih ve Sayı: 25/05/2022-569

UDH0322041201651525

T.C.
ULAŞTIRMA VE ALTYAPI BAKANLIĞI
DENİZCİLİK GENEL MÜDÜRLÜĞÜ

KIYI TESİSİ TEHLİKELİ YÜK UYGUNLUK BELGESİ

Belge No	**DGM.64523.TYUB.520**
Kıyı Tesisin Adı	**İDO MALTEPE İSKELESİ**
Kıyı Tesisin Adresi	**Yalı Mah. Turgut Özal Bulvarı No:62-62/1 MALTEPE/İSTANBUL**
Kıyı Tesisin İşleticisi	**İDO İST.DENİZ OTOBÜSLERİ SAN.VE TİC.A.Ş.**
Veriliş Tarihi	**12.04.2022**
Geçerlilik Tarihi	**12.04.2025**

Tehlikeli Yüklerin Deniz Yoluyla Taşınması ve Yükleme Emniyeti Hakkında Yönetmelik hükümlerine dayanılarak düzenlenmiş bu belgeye göre yukarıda adı geçen kıyı tesisi ; aşağıdaki üzeri çizilmemiş tehlikeli yükleri elleçleyebilir ve/veya geçici depolayabilir.

~~* Enfeksiyöz Yükler~~
~~* Fumigasyon Yapılmış Yükler~~
~~* Hurda Yükler~~
* Paketli Tehlikeli Yükler
* Patlayıcı Yükler
~~* Radyoaktif Yükler~~
~~*Tehlikeli Katı Dökme Yükler~~
~~* Tehlikeli Sıvı Dökme Yükler (Sıvılaştırılmış Gaz (LPG/LNG vb) ve Sıkıştırılmış Doğal Gaz (CNG))~~
~~* Tehlikeli Sıvı Dökme Yükler (Kimyasal ve Benzeri Sıvı Haldeki Tehlikeli Dökme Yükler)~~
~~* Tehlikeli Sıvı Dökme Yükler (Petrol ve Petrol Ürünleri)~~

Sınırlamalar:
Kıyı tesisinde 'Paketli Tehlikeli Yükler' ve 'Patlayıcı Yükler' kapsamında yalnızca liman idari sahasında veya bitişik limanlar arasında taşımacılık faaliyeti yapılabilir.
Kıyı tesisinde geçici depolama yapılamaz.

Bu belgenin doğruluğu https://www.turkiye.gov.tr/belge-dogrulama adresinde veya mobil cihazlarınıza yükleyebileceğiniz e-Devlet Kapısı'na ait Barkodlu Belge Doğrulama uygulaması vasıtası ile yandaki karekod okutularak kontrol edilebilir.

10.2 MISSION OF HAZARDOUS MATERIAL SAFETY CONSULTANT

Detailed information is available in Section 2.4.

10.3 CONSIDERATIONS REGARDING THE PERSONNEL CARRYING INBOUND/OUTBOUND HAZARDOUS MATERIALS USING LAND TRANSPORT (DOCUMENTS PERSONNEL CARRYING HAZARDOUS MATERIALS NEED TO PROVIDE AT THE ENTRANCE/EXIT CHECKPOINT OF THE PORT AND COASTAL FACILITY, ANY EQUIPMENT & DEVICES SUCH VEHICLES MUST CONTAIN; ANY SPEED LIMITS IN THE PORT SITE, etc.)

10.3.1 Documents to be Made Available are,

- Shipment Documents
- Dangerous Goods Transport Driver Training Certificate (SRC-5),
- A photo ID for each personnel working on the vehicle (ID card, driver's license, or passport),
- Written instruction provided to the driver by the carriage company,
- Multimodal Hazardous Material Transport Form for dangerous goods carried using more than one modes of transportation,
- ADR Certificate of Conformity for vehicles,
- A copy of the carriage permit obtained from relevant Authority for hazardous material transport,
- A Compulsory Financial Responsibility Insurance issued for vehicles carrying Hazardous Materials and Hazardous Waste

10.3.2 Equipment & Devices Vehicles Must Contain

- Fire extinguishers
- At least one wedge for each vehicle at the dimensions suitable for the wheel diameter and tonnage of the vehicle
- 2 portable traffic signs
- Eye rinse liquid
- High-visibility jacket
- Portable lighting apparatus
- Protective gloves
- Emergency mask
- Shovel
- Drainage seal
- Collecting container

10.3.3 Speed Limits in the Port Site

Any speed limit defined by our facility and made available with traffic signs must be obeyed.

10.4 CONSIDERATIONS REGARDING THE PERSONNEL CARRYING INBOUND/OUTBOUND HAZARDOUS MATERIALS USING MARITIME TRANSPORT (ANY DAY AND NIGHT SIGNALS WHICH SHIPS & VESSELS CARRYING HAZARDOUS MATERIALS MUST PROVIDE, ANY COLD AND HOT WORKING TECHNIQUES USED ON SUCH VESSELS, etc.)

10.4.1 Any Day/Night Signals which Ships & Vessels Carrying Hazardous Materials must Provide at the Port and Coastal Facility

According to the International Regulations for Preventing Collisions at Sea (COLREGS), any vessel carrying explosive, combustible, flammable, etc. hazardous materials require a red light at night (visible from 360 degrees) as an equivalent to flag B (Bravo) during the day.

10.5 ADDITIONAL CONSIDERATIONS OF THE COASTAL FACILITY

10.5.1 Training

- **General Awareness Training,** every employee must be trained in proportion to their role in handling or safe carriage of dangerous goods. Such training must be designed in order to ensure the personnel recognize general hazards involved in dangerous goods and legal requirements thereof. This training program must include definitions of types and classes of dangerous goods, labeling, marking, packaging, sorting, and their conformance to requirements; mission description and the content of shipment documents; and emergency response documents available.

- **Task-oriented Training,** every employee must be trained in proportion to their role in handling or safe carriage of dangerous goods.

- **Safety Training,** a detailed training program for personnel involved in hazardous material carriage based on the type of hazardous materials.

APPENDICES;

APPENDIX-1 GENERAL SITUATION PLAN OF THE COASTAL FACILITY
APPENDIX-2 GENERAL VIEW PHOTOS OF THE COASTAL FACILITY
APPENDIX-3 EMERGENCY CONTACT POINTS, CONTACT INFORMATION AND EMERGENCY TEAMS
APPENDIX-4 GENERAL SITUATION PLAN OF THE AREAS THROUGH DANGEROUS LOADS
APPENDIX-5 FIRE PLAN OF CROSSING AREAS OF DANGEROUS LOADS
APPENDIX-6 FACILITY GENERAL FIRE PLAN
APPENDIX-7 EMERGENCY PLAN
APPENDIX-8 EMERGENCY MEETING PLACES PLAN
APPENDIX-9 EMERGENCY MANAGEMENT SCHEME
APPENDIX-10 HANDBOOK OF DANGEROUS GOODS
APPENDIX-11 LEAKAGE AREAS AND EQUIPMENT, INPUT/EXIT DRAWINGS FOR CTU AND PACKAGES **(NO APPLICATION)**
APPENDIX-12 INVENTORY OF PORT SERVICE VESSELS **(TRANSPORTATION IS NOT MADE WITH IDO A.Ş. SHIPS)**
APPENDIX-13 MARINE COORDINATES OF THE PORT MINISTRY ADMINISTRATIVE BOUNDARIES, ANCHORING PLACES AND GUIDE CAPTAIN LANDING/EMBORY POINTS
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APPENDIX-15 PERSONAL PROTECTIVE EQUIPMENT (PPE) USAGE EQUIPMENT, LIST OF FIRST AID MATERIALS IN THE TERMINAL
APPENDIX-16 NOTIFICATION FORM (FR.014)
APPENDIX-17 CONTROL RESULTS NOTIFICATION FORM FOR DANGEROUS LOAD TRANSPORT UNITS (CTU) **(NO APPLICATION)**
APPENDIX-18 DANGEROUS GOODS OPERATIONS RESPONSIBLE JOB DESCRIPTION
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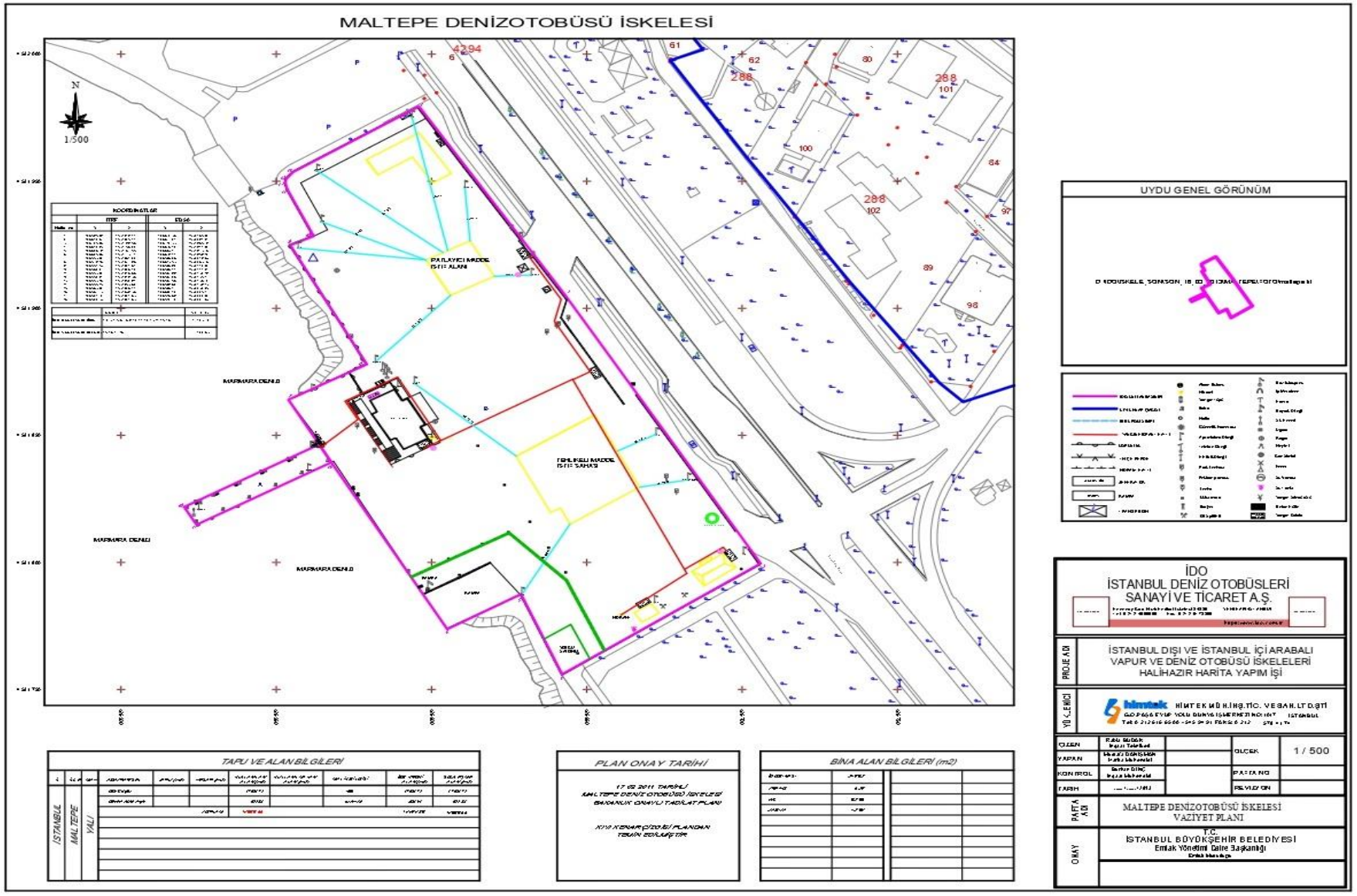
APPENDIX-28 EMERGENCY EVALUATION FORM (FR.351)
APPENDIX-29 EMERGENCY EXERCISE FORM (FR.290)
APPENDIX-30 TRANSITIONAL HAZARDOUS SUBSTANCES AND GENERAL MEDICAL ADVICE

APPENDIX-1 GENERAL SITUATION PLAN OF THE COASTAL FACILITY



APPENDIX-2 GENERAL IMAGES OF THE COASTAL FACILITY

APPENDIX-3 EMERGENCY CONTACT POINTS, CONTACT INFORMATION AND EMERGENCY TEAMS

MALTEPE TERMINAL EMERGENCY TEAM LIST (FR.355)

TEAM LEADER: YUSUF AKBAŞ (0532 768 46 13)

-PROTECTION TEAM: Gökhan AKKAN (533 638 43 73)

-FIRST AID TEAM: Head of Team: Ahmet Can SAVUR (551 181 35 46)
Gokhan AKKAN (533 638 43 73)

- EXTINGUISHING TEAM: Head of Team: ONUR ÇAKMAKCI (507 526 29 92)
Mustafa YETER (0538 396 51 18)

- RESCUE TEAM: YÜKSEL EMRE NARMAN (0535 540 63 91)
Fatih KESKIN (0534 744 76 91)

-ENVIRONMENTAL EMERGENCY RESPONSE TEAM:

Authorized persons appointed to coordinate emergency response activities that may occur at the Coastal Facility;
İsmail DEMIR (Coordinator) – 0505 507 22 08
Alper DEMIRCAN (Operations Manager) – 0506 641 02 38
Information on Duties and Responsibilities is included in DEH – Disaster and Emergency Handbook.

Facility officer who will liaise with the relevant Port Authority and other relevant institutions and organizations in case of emergency,
Alper DEMİRCAN (Operations Manager) – It can be any of the officials that make up the DISASTER EMERGENCY DIRECTORS BOARD as specified in 0505 507 22 08 or DEH (Disaster and Emergency Handbook).

DEH – DISASTER AND EMERGENCY HANDBOOK

1. PURPOSE

The purpose of this plan is to determine and implement what will be done before, during and after all disasters and emergencies that İDO Istanbul Sea Buses Inc. will be exposed to, and to reduce possible loss of life and property and to ensure business sustainability.

2. SCOPE

All employees (including subcontractors and service providers), companies that use common areas and their employees who enter our work area as guests are within the scope of this plan.

3. RESPONSIBLE

The Disaster and Emergency Management Board is responsible for the entire execution of this handbook.

The authority to make changes in this procedure belongs to the General Manager. The proposed changes are submitted for the approval of the General Manager through the Management Representative/DPA.

The authority to abolish this procedure wholly or partially belongs to the General Manager.

All İDO Istanbul Sea Buses San. ve Tic. Inc. personnel are responsible for the implementation of this procedure.

4. DEFINITIONS

İDO: İDO İstanbul Sea Buses Inc.

AFAD: T.C. Ministry of Interior Disaster and Emergency Presidency

Disaster: An event caused by nature, technology or human beings, which causes physical, economic and social losses for all or certain segments of the society, stops or interrupts normal life and human activities, and where the coping capacity of the affected society is not sufficient. Disaster is not an event itself, but its result.

Emergency: It is defined as the events that stop or interrupt the normal life and activities of the whole or certain segments of the society and that require urgent intervention, and the crisis situation created by these events. As can be understood from the definition, situations such as work, ship and environmental accidents, fire that develop in our company will be included in the scope of emergency. The situations specified in the "Ship's Emergency Response Procedure" (PR.022 // ANNEX -21) are also evaluated within this scope.

Natural Disaster (Natural Disaster): Earthquake, flood, landslide, avalanche, drought, storm, hail, tornado, drought, meteorite fall etc. It is the general name given to the results of natural events arising from geological, meteorological, hydrological, climatological, biological and external hazards.

Technology or Human-induced Disaster: Industrial, mining, nuclear and transportation accidents, threats to critical structures, cyber hazards, major fires, terrorism (chemical, biological, radiological, nuclear threats) and environmental hazards caused by human activities or triggered by natural disasters It is a disaster or emergency that causes loss of life, diseases, social, economic and environmental deterioration.

Table of Disaster Types Observed in the World (Source: AFAD Disaster Dictionary)

GEOLOGICAL DISASTERS	CLIMATIC DISASTERS	BIOLOGICAL DISASTERS	SOCIAL DISASTERS	TECHNOLOGICAL DISASTERS
Earthquake	Heat wave	Erosion	Fires	Mining Accidents
Landslide	Cold Wave	Forest fires	Wars	Biological, nuclear, chemical weapons and accidents
Rockfall	Earphones	Epidemics	Terrorist attacks	industrial accidents
Volcanic Eruptions	Hail	Insect Infestation	Migrations	Transportation accidents
Mud Streams	Hose			
Tsunami	Lightning			
	Hurricane			
	Typhoon			
	Flood			
	Cyclones			
	Tornado			
	Type			
	Raw			
	Extreme Snowfalls			
	Acid rains			
	Fog			
	icing			
	Air pollution			
	Forest fires			

Epidemic: A higher incidence of a disease or health-related event than expected in a particular region.

Pandemic: The spread of a disease or infectious agent in countries, continents, or even in a very wide area such as the whole world.

Water Disinfection: It is the work of purifying the water from harmful disease factors. In case of disaster and/or emergency, chlorine tablets (4 or 160 mg) or bleach will be used for this process, which is done using chlorine tablets or bleach. 4mg. ½ tablet is sufficient for 1 liter of water, while 160 mg for 40 liters of water. A tablet can be used. According to the amount of water, the chlorine tablet is expected to dissolve by throwing it and water can be used half an hour after the melting is completed. If the water is cloudy, the amount of tablets used in it is doubled.
If this process is to be applied with bleach (containing 0.5% Chlorine), 1 drop of bleach per 5 liter pet bottle water is sufficient, it can be mixed well and drunk after 30 minutes. 4 drops of bleach is sufficient for a 20 liter carboy. It can be mixed and drunk after 30 minutes.

Disaster and Emergency Management Board: Under the chairmanship of the General Manager, who will manage all processes related to disaster and/or emergency, Deputy General Managers, Operations Manager, Eskihisar AV Operations Manager, Enterprise Risk Management with DPA, Management Systems and OHS Manager, Legal Affairs Manager It was created by the board. The Secretariat will be made by the Private Secretary Unit Manager and the Legal Affairs Directorate. As can be understood from the definitions of disasters and emergencies, they can disrupt the life and functioning of society and the sustainability of companies. For this reason, it is of great importance to approach disasters and emergencies with a proactive approach.

TAMP: Turkey Disaster/Emergency Plan

5. APPLICATION

In the literature, Disaster Management is described as 4 phases. These phases are;

- Prevention and Harm Reduction
- Preparation
- Intervention
- It is defined as improvement.

In IDO, the Prevention and Mitigation and Preparation phases will be evaluated as the Pre-Disaster and Emergency Phase, the Intervention phase as the Disaster and Emergency Phase, and the Recovery phase as the Post-Disaster and Emergency Phase.

In the Pre-Disaster and Pre-Emergency Stage;

- To take all necessary technical, administrative and legal measures before the events happen so that the society and IDO can get rid of the events that may occur with the least damage and physical losses,
- To prevent incidents where possible, and when not possible, to ensure that rescue, first aid and improvement works are carried out on time, quickly, efficiently and effectively,
- To include disaster mitigation efforts at every stage of our business processes; thus preventing the increase of the existing risk and ensuring a sustainable development,
- To implement training programs that will equip all segments of the society and IDO with the necessary information to get rid of the effects of the events with the least damage, and to create a harm reduction culture in the society.

Disaster and Emergency Sequence Phase;

- To provide news and transportation opportunities again,
- To initiate search-rescue and first aid efforts,
- Carrying out all kinds of unloading and evacuation works, removing our employees from the damaged areas and preventing these areas from causing further harm to our employees,
- To take all kinds of security measures,
- To take measures regarding environmental health,
- To initiate damage assessment studies,
- Fires, explosions, infectious diseases, etc. prevent secondary disasters.

In the Disaster and Post-Emergency Stage;

• To save as many employees as possible and to ensure their recovery,
• To protect human life and property from additional hazards and risks that may arise from disasters,
• To ensure that life becomes normal as soon as possible,
• To create a new safe and developed living environment, if necessary,
• It is one of our main priorities to monitor all processes and evaluate positive and/or negative lessons and reflect them on the processes.

This handbook describes the activities to be carried out at IDO for the phases described above. All events defined as a result of the risk assessment made for Disaster and Emergency Situations were evaluated.

The source of danger for IDO's activities is Earthquake, Tsunami, Tornado, Lightning, Flood, natural disasters and/or emergencies; Epidemics, Fires, Terrorist Attacks, Accidents (Employee, Passenger, Environment, Vehicle and Ship), and Cyber Incidents are considered as human and technology-induced disasters and/or emergencies.

5.1. Disaster and/or Emergencies

Earthquake and Tsunami:

All settlements on the shores of the Marmara Sea are in danger of an earthquake caused by the North Anatolian Fault. Izmit earthquake in 1999 and its consequences are known. It is stated that the expected magnitude of the earthquake will be between 6.5 and 7.4 depending on the way the fault breaks, and a tsunami between 2 and 6 meters may occur in the Marmara Sea.

Emergency Plans have been prepared for our coastal facilities in accordance with the Regulation on Emergencies at Workplaces, and the actions to be taken before and during the earthquake are specified in these plans. Since the process may also have consequences for our ships, what will be done with a before, during and after approach will be explained in this handbook.

- Structural strengths of all our land facilities should be checked by our Directorate of Construction, and if deemed necessary, structural damage and related losses should be prevented and/or reduced by strengthening them.
- The risks to be created by non-structural hazards and secondary hazards should be determined and first of all, efforts should be made to eliminate them. Nonstructural hazards are all parts of a building other than the structural system and elements inside the building. In other words, it is all the elements except the column, beam, load-bearing wall, roof and foundation. Lighting elements, windows, office machines, furniture, all items stored on shelves or hung on the wall create non-structural hazards.

For non-structural hazards, all objects that will endanger the life safety of employees and/or passengers in case of overturning, falling or moving during earthquake-induced shaking should be fixed and control should be ensured for the periods to be determined in the results of the risk assessment. There must be anti-fall heights on the front of the shelves so that the items on the shelves do not fall loosely. Items that will not harm people when heavy items fall down should be on the upper shelves. This rule will be applied in all our work areas.

- Secondary hazards can be counted as fire, flooding, contagious disease, and environmental pollution after the first disaster.

Since electricity, natural gas, and chemical materials used are sources of danger for causes that may pose a secondary hazard, precautions must be taken to ensure that electricity and natural gas are automatically cut off during shaking, and that they do not spill with proper storage for fires and explosions that may occur when chemicals are mixed.

All employees, stakeholders and passengers in our land terminals and workshops during the earthquake should go to the assembly areas. Our sailing ships will most likely not feel the earthquake. Since the strength of our piers will be important for our ships connected to the pier, the process of leaving the pier will be made according to the decision of the ship's captain. If passengers are being picked up during the shaking, it will be stopped.

After the shaking is over, all Terminal Supervisors will inform their superiors by radio during working hours. Radio communication will be made on channel P1. If a senior manager cannot be reached by radio during the notification, the terminal that can be contacted is informed. If these two cases do not occur, the nearest ship may be informed to forward it. For our ships moored to the pier, our captains will give information to their superiors over the radio. For the ships on the voyage, our ship captain should inform the chief of the terminal he is going to, or, if he cannot reach, the chief of the departing terminal by radio.

After a shaking experienced outside of working hours, a report is made to the captain of the Orhan Gazi 1 or Osman Gazi 1 ship in Yenikapı Terminal by all ships. Our Eskihisar-Topçular line ships carry out this reporting through our ships bound in Pendik. If it is possible, the Bostancı Captain on Duty is informed by the security personnel on duty at our land terminals. Our land terminals can also provide this information by establishing a radio connection with our ships.

In the information to be made, the health status of the employees, the usability of the piers and ships should be reported. In order to be able to report, the terminal building, piers and connected ships should be visited and damage assessments, if any, should be made. Considering that the sea depths may change after the earthquake and tsunami and that there may be slips/spills in the breakwater structures, controls should be made and the operation should be carried out. It should also be stated that the necessary controls are made in the information provided to prevent secondary hazards from occurring.

The collected information is first forwarded to the Operations Manager (Black-Sea) and Eskihisar AV Operations Managers. This information is immediately conveyed to the Disaster and Emergency Management Board, enabling decisions to be taken to take necessary actions.

If there is an issue affecting the use of the Head Office building in Yenikapı, the alternative management center located in Sirkeci Terminal is used in accordance with the Business Continuity Plan (PL.004 // QDMS is accessible in our System).

After a possible earthquake, the water network should not be used unless the authorities say "you can use it". In case of necessity, the water should be disinfected and used. Water disinfection is explained in the definitions.

It is not expected that the tsunami wave that may occur in an earthquake in the Marmara Sea will adversely affect our ships and coastal facilities. However, care should be taken in terms of the tsunami wave that may be created by local landslides that may occur in the sea. Follow-up will be done by Operations Inspectorates.

If required by the IT Infrastructure Systems and IT Software Systems Units after the earthquake, the data stored on the internal and external servers will be restored and sustainability will be ensured.

After the earthquake, the duties given by AFAD will be fulfilled in accordance with TAMP. Communication with AFAD will be made via AFAD's radio located at the security counter at the entrance of Yenikapı Headquarters. Communication will be carried out by the Operations Manager (Land-Sea) and/or the person appointed during working hours, and by the captain of the Orhan Gazi1/Osman Gazi1 ship out of working hours.

Tornado:

According to the AFAD Disaster Terms Dictionary, it is a type of strong wind that can move around its own axis, can reach high speeds and has destructive effects, which is formed due to pressure changes in the air in nature. It is formed in small and strong low pressure areas by the air movement rotating around itself at great speed.

The weather is carefully monitored daily by the Operations Inspectors. Continuous monitoring is essential as global climate change increases conditions that can cause sudden changes in weather conditions.

Passengers and employees should be taken to closed areas, windows and doors should be tightly closed in our land terminals and workshops. Electricity and natural gas are cut off in order not to cause secondary hazards. Passengers and employees should be informed by making an announcement. Emergency Plan Team Leader will not go out until the danger has passed. Afterwards, the damage will be determined and the Operations Manager (Land and Sea) will be informed by the Emergency Plan Team Leader. Even if the incident occurred at night, if any damage has occurred following the end of the incident, the Terminal Security Supervisor/Security Officer will call the Land Operations Inspector and be informed. This information will be immediately shared with the Disaster and Emergency Management Board by the Operations Manager (Land and Sea).

Lightning:

It is an electrical discharge that occurs between the earth and the clouds. The chance of falling on a person, that is, a lightning strike, is one in 600,000 (six hundred thousand). Lightning strikes very close in stormy weather increases the risk of lightning strikes in open areas, land, sea and aircraft. The 6 most common dangerous activities during a lightning strike are, in order:

1. Playing, working in open spaces.
2. Boating, fishing and swimming.
3. Working on heavy agricultural or road vehicles.
4. Playing golf.
5. Talking on the phone.
6. Using or repairing electrical appliances.

If you are outdoors during a lightning strike, your hair stands up, you hear crackling and your skin tingling, you may be struck by lightning. In this case, enter the nearest building immediately. If there is no enclosed area to take shelter, crouch as low as possible.
In case of lightning strikes, an announcement will be made at our terminals and on our open-deck ships about entering closed areas or boarding their vehicles.

Every year, the legal periodical control of the lightning rods in our land facilities and the measurement of conductivity values every three months are made by the Directorate of Construction Affairs. Problems are fixed immediately. It is foreseen that there will be no problems for our ships as lightning is transferred to the sea.

Flood:
Since our land facilities are on the coast, they may face flooding due to the flow of water from outside into the sea. For this reason, in the risk assessment made at all terminals, the structural measures that can be taken in case of a high risk of this danger are determined by the Directorate of Construction Affairs. If a precaution cannot be taken, the flow of water is not prevented by keeping all terminal doors open during the flood. At this time, the electricity must be cut off. The process continues in line with the instructions in the appendix of the Emergency Plans. After the flood, the damage assessment made by the Directorate of Construction Affairs and the Directorate of Support and Administrative Services is shared with the Disaster and Emergency Management Board.

Epidemic Diseases:
Respiratory, oral (oral) or animal-borne diseases that may occur in our country and pandemics in the world, especially due to respiratory diseases, may reduce business sustainability as they may cause the health of both employees and passengers to deteriorate. For this reason, it is important to prioritize the follow-up of diseases, to inform the employees and to share the measures to be taken with both the employees and the society.

Since respiratory diseases can create both epidemics and pandemics, the Institutional Risk Management, Management Systems and OHS Directorate will follow the web pages of the World Health Organization, Ministry of Health, and in case of a possible doubt, the Disaster and Emergency Management Board will discuss the expected situation, precautions to be taken, and if necessary. Information will be given on medications to be taken.
If a pandemic is declared, the process will be carried out in line with the decisions taken by the Ministry of Health, and the decisions of other Ministries, if any, will be followed. In this case, the Corporate Risk Management, Management Systems and OHS Department will continuously inform IDO about what to do and control the compliance with the process.

Events caused by orally transmitted diseases (such as typhoid fever, para-typhoid fever, cholera) are more like epidemics. Measures to be taken to protect employees during these epidemics will be shared with all employees by the Corporate Risk Management, Management Systems and OHS Department. Since the most important factor in such epidemics is the disease agents contaminating the water, disinfection of the water used will be required. This disinfection is explained in the definitions section.

Employees should also be told how to disinfect water at home. Ship tanks should be disinfected with ozone or chlorine in accordance with the metal of the tank. This disinfection will be done at every water intake.
The disease, which can be transmitted through animals and create an epidemic, may become widespread, especially with global climate changes. Especially mosquito-borne (Malaria, West Nile Fever, Zika Disease), rodent-borne (Hantavirus Disease) may become common in the community. For this reason, the follow-ups and warnings to be made by the Corporate Risk Management, Management Systems and OHS Department are important. Fighting rodents and pest control in the workplace will be followed carefully. Information and training about the employees and their families will be prepared and shared through the IDO academy.

Fire:
The process is managed in accordance with the Terminal Emergency Plans (Annex-7) and the Ship's Emergency Response Procedure (PR.021 // ANNEX -21). Proper fire drills and role drills will increase efficiency. After the fire, the damage assessment made by the Construction Affairs Directorate, Support Services and Administrative Affairs Directorate in terminal and workshop buildings and the Technical Directorate/Eskihisar AV Operations Directorate on ships is shared with the Disaster and Emergency Management Board. If there is a fire in the Headquarters building and there is a problem for use, the alternative management center in Sirkeci Terminal is used.

Terrorist Attack:
The process is carried out in accordance with the Safety Handbook (SH // ANNEX -23). After the local law enforcement officers complete their operations after the attack, information is requested from all relevant units by the Disaster and Emergency Management Board. Decisions taken in accordance with the incoming information are implemented.

Accidents:
In our company, accidents are evaluated according to the Accident/Incident Management Procedure (PR.056 // ANNEX -24). All accidents that occur are examined by a committee to be formed by the Enterprise Risk Management, Management Systems and OHS Department and DPA, as described in the relevant procedure. As a result of the examination, the actions to be taken in the occupational accidents Occupational Health and Safety Committees are decided in accordance with the relevant legislation.
Informing the Enterprise Risk Management, Management Systems and OHS Manager / Operations Manager (Black-Sea) / Eskihisar AV Operations Manager after the intervention is carried out as specified in the "Ship Emergency Response Procedure" (PR.022 // ANNEX -21) is given. Relevant managers inform the Disaster and Emergency Management Board.
All accidents and incidents are considered as emergencies for IDO and are promptly investigated. The purpose of the review is to reveal and correct the deficiencies.
In cases where the public is required to be informed about the results, the press release prepared by the Corporate Communications and Marketing Department with the opinions of the relevant units is announced to the public by the General Manager or one of the Deputy General Managers, after being evaluated by the Legal Affairs Department. If a written statement is to be made, it is shared by the Corporate Communications and Marketing Department.

Cyber Incidents:
Today, organizations do many of their jobs electronically and store their data in these environments. In particular, the capture, deletion or blocking of this data by malicious people from outside will cause IDO's reputation and economic loss. In order to prevent these incidents, İDO has established an Information Security Management System and ensured its continuity

The decisions, suggestions and practices taken by the Cyber Security Board, which was established under the Information Technologies and Communication Board, are followed by the IT Infrastructure Systems Unit and the recommendations are implemented.
If a possible attack causes data loss, our backup data stored on our external and internal servers will be restored in a very short time and sustainability will be ensured.

5.2. Disaster and Emergency Management Board
It is the decision unit that manages the process in all disasters and/or emergencies across IDO. Unless otherwise stated, the Board convenes in the Yenikapı Briefing Meeting Hall. If there are extraordinary conditions such as a pandemic, online meetings can be held with information processing facilities. Assistant General Managers and General Manager are the persons authorized to make statements in case of disasters and emergencies. In cases where legal information is required, the Legal Affairs Manager can make a statement with the decision of the General Manager (in the absence of the Assistant General Manager). Written disclosures are made by the Corporate Communications and Marketing Department after being reviewed by the Legal Affairs Department and the Board.

Operations Directorate (Land and Sea); It is responsible for following up the drills/role drills of the terminals and ships connected to it before the disaster and/or emergency situation, and resolving the deficiencies, if any, collecting all the information during and after the disaster and/or emergency development and conveying it to the Board.

Eskihisar AV Operations Directorate; It is responsible for following up the drills/role drills of the workshops and ships subordinate to it before disaster and/or emergency, and rectifying the deficiencies, if any, during and after the disaster and/or emergency development, and transmitting it to the Board. It is responsible for detecting and repairing any damage and malfunctions that may occur in our ships in case of disasters and emergencies.

Technical Directorate; It is responsible for following up the drills of the workshops affiliated to it before the disaster and/or emergency situation and eliminating the deficiencies, if any, collecting all the information during and after the disaster and/or emergency development and conveying it to the Board. It is responsible for detecting and repairing any damage and malfunctions that may occur in our ships in case of disasters and emergencies.
The information to be requested after a disaster and emergency should include whether the ship, workshop and terminals are active, the status of the employees, and damage information, if any.

Construction Affairs Directorate; It is responsible for the preventive activities that should be carried out before the disaster and emergency of the terminals, as well as the damage assessment and emergency repairs after the disaster. It informs the Deputy General Manager to whom it is affiliated and ensures that these determinations and repairs are submitted to the Board.

Support Services and Administrative Affairs Directorate; It ensures that all vehicles are directed according to the instructions to be given by the Board by planning for the use of all vehicles after disaster and emergency. It determines the evolving needs of İDO employees and/or family members in health institutions, informs the Deputy General Manager to meet the needs, and ensures that they are presented to the Board. It fulfills its requirements in accordance with the decision taken by the Board. In disasters such as earthquakes and floods, which can have a great effect, nutrition, toilet, etc. works to meet your needs.

Corporate Communications and Marketing Department; Apart from the press release detailed above, it informs the Board by organizing visits to the injured employees/passengers at the hospital or at their homes, and if there is death, their participation in the funeral ceremonies. It helps in communicating with employees and passengers' first degree relatives.

Purchasing, Insurance and Logistics Department; It ensures that all assets determined before disaster and emergency are insured. It ensures that the insurance processes related to damage after disaster and emergency are followed and terminated and the Board is informed. It ensures that insurance transactions are organized quickly in case employees and passengers are affected. If urgent purchasing is required, it is carried out with the approval of the Board.

Fuel and Environment Directorate; Before disasters and emergencies, spills, scattering, mixing of fuel and used chemicals and environments that may pose a danger to employees, the environment and our working environments are controlled together with the Corporate Risk Management, Management Systems and OHS Department and make suggestions to the relevant units to take precautions. It works in conjunction with the relevant units to take necessary measures to prevent environmental pollution after disasters and emergencies. It makes the necessary arrangements for the planning and supply that will meet the fuel need for the operation of the ships and submits them to the Board for approval.

Personnel Management and Labor Relations Directorate; It ensures that the address, telephone and contact information of the person they want to be contacted are kept up-to-date in an environment that can be reached continuously. It provides access to the employee list as soon as possible on the day of the event. Together with the Corporate Communications and Marketing Directorate, it carries out activities to inform the relatives of its employees.

Human Resources Unit; According to various scenarios before disaster and emergency, the effects of possible loss of human resources on IDO and how they will be eliminated are shared with the Board. It ensures that the necessary trainings regarding disaster and emergency are received by the company employees. While doing these studies, it should work together with all units. It ensures the continuity of human resources according to the scenarios it has determined after disasters and emergencies.

DPA; It monitors the preparations of ships and employees before disasters and emergencies and informs the Board if there are deficiencies. It ensures that the evaluation of the process with the Institutional Risk, Management Systems and OHS Department after the disaster is made into a written report and presented to the Board. It initiates corrective action over QDMS to the units in order to take actions to eliminate the deficiencies observed during the process.

Enterprise Risk Management, Management Systems and OHS Management; It monitors the preparations of the terminal, workshop, ships and employees before disasters and emergencies, and informs the Board if there are deficiencies. It ensures that the evaluation of the process after the disaster is made into a written report with DPA and presented to the Board. It initiates corrective action over QDMS to the units in order to take actions to eliminate the deficiencies observed during the process.
All units will be invited by the Board to carry out their work determined in this plan. Units not assigned duties in the plan fulfill the duties assigned to them by the Board. The Board may assign additional duties to units with specified duties. No unit will start process management unless requested by the Board.

5.3. Emergency Communication Chart
Since communication can be made by telephone, excluding earthquakes, the communication scheme will be as follows.
Natural Disasters (Ship) → Captain → Operations Inspector → Eskihisar AV Operations Directorate/ Operations Directorate (Land and Sea) → Disaster and Emergency Management Board

Natural Disasters (Terminal and Workshops) → Emergency Team Leader → Operations Directorate (Land and Sea) → Disaster and Emergency Management Board

Fire (Ship) → Captain → Operations Inspector → Eskihisar AV Operations Directorate/ Operations Directorate (Land and Sea) → Disaster and Emergency Management Board

Fire (Terminal and Workshops) → Emergency Team Leader → Operations Directorate (Land and Sea) → Disaster and Emergency Management Board

Epidemic → Workplace Health Unit→ Corporate Risk Management, Management Systems and OHS Directorate→ Disaster and Emergency Management Board

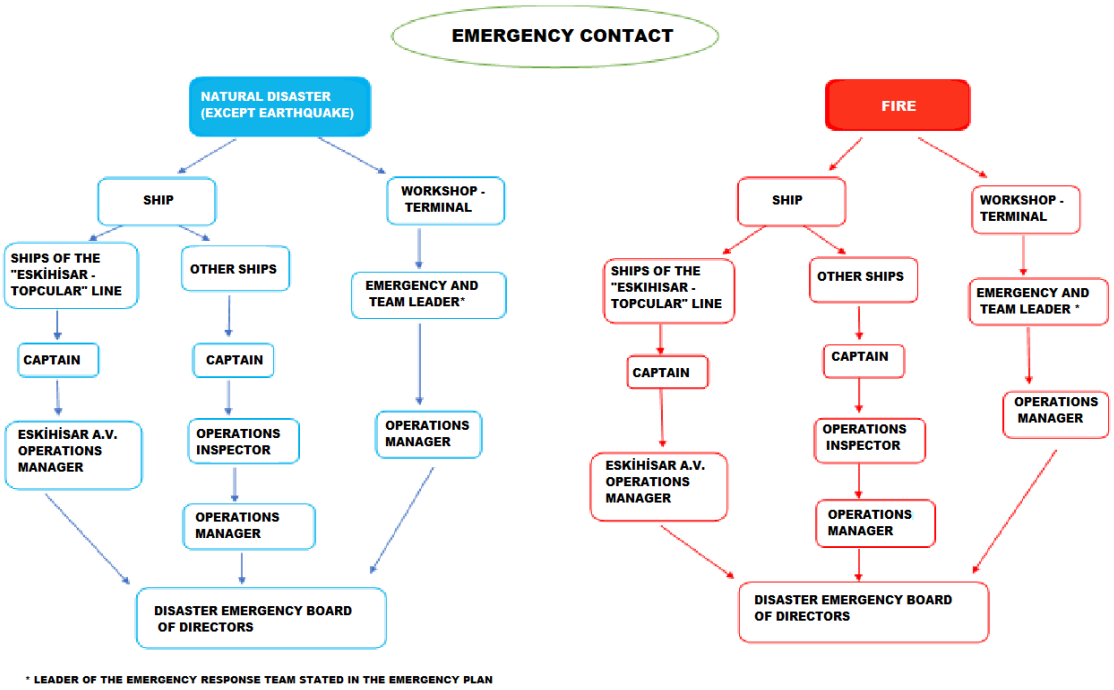
Occupational Accident→ Unit Manager →After the process written in the Accident/Incident Evaluation Procedure → Enterprise Risk Management, Management Systems and OHS Directorate Disaster and Emergency Management Board

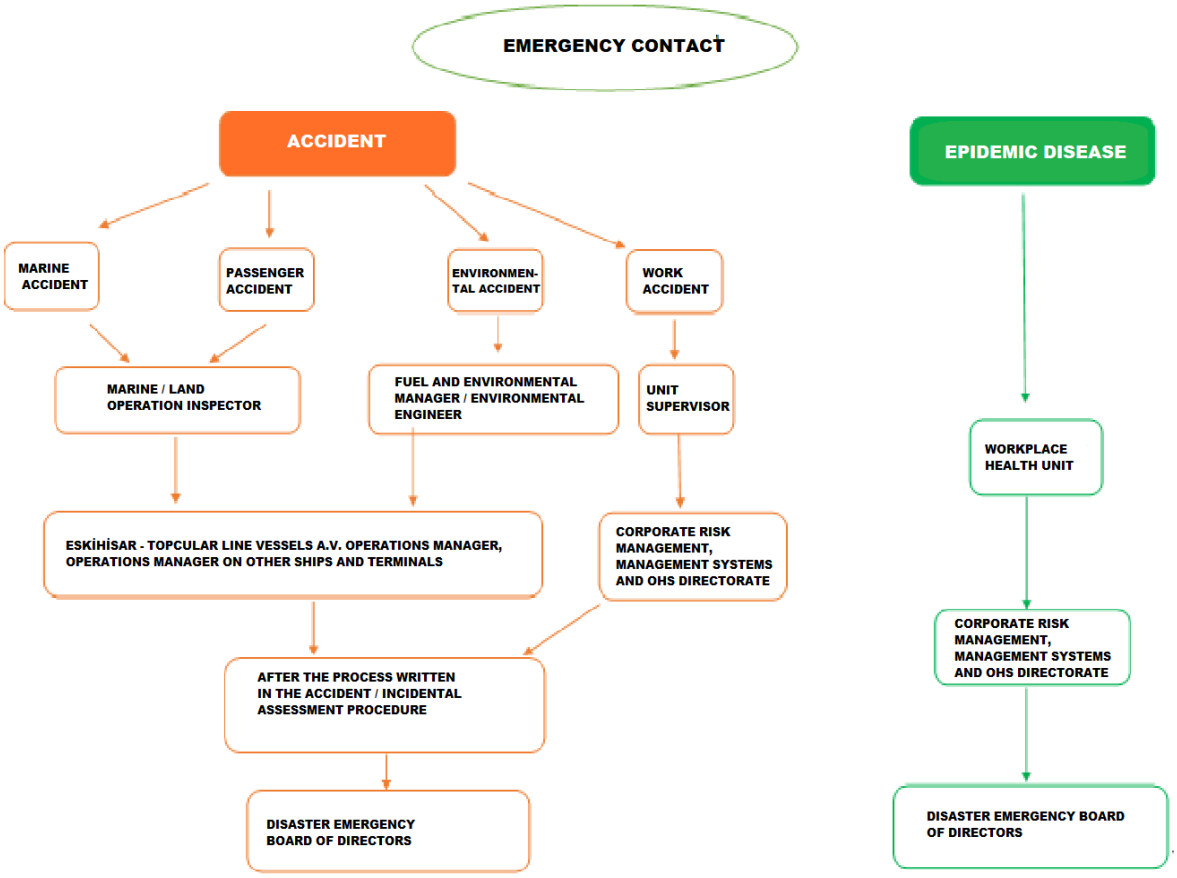
Marine Accident→ Operation Inspector → Eskihisar AV Operations Directorate/ Operations Directorate→ After the process written in the Accident/Incident Evaluation Procedure (Land and Sea) → Disaster and Emergency Management Board"

Passenger Accident→ Marine/ Land Operations Inspector → Eskihisar AV Operations Directorate/ Operations Directorate (Land and Sea) → After the process written in the Accident/Incident Evaluation Procedure Disaster and Emergency Management Board

After the accidents are evaluated by the above-mentioned directorates, the Disaster and Emergency Management Board can be called to a meeting immediately and the process in accordance with this plan can be started together with all relevant units.

Cyber Incident→ Relevant Unit→ IT Infrastructure Systems Unit→ Disaster and Emergency Management Board
The flow chart is described below.


EMERGENCY CONTACT
NATURAL DISASTER (EXCEPT EARTHQUAKE)
SHIP
WORKSHOP - TERMINAL
SHIPS OF THE "ESKİHİSAR - TOPCULAR" LINE
OTHER SHIPS
EMERGENCY AND TEAM LEADER*
CAPTAIN
CAPTAIN
ESKİHİSAR A.V. OPERATIONS MANAGER
OPERATIONS INSPECTOR
OPERATIONS MANAGER
OPERATIONS MANAGER
DISASTER EMERGENCY BOARD OF DIRECTORS
FIRE
SHIP
WORKSHOP - TERMINAL
SHIPS OF THE "ESKIHISAR - TOPCULAR" LINE
OTHER SHIPS
EMERGENCY AND TEAM LEADER *
CAPTAIN
CAPTAIN
OPERATIONS MANAGER
ESKİHİSAR A.V. OPERATIONS MANAGER
OPERATIONS INSPECTOR
OPERATIONS MANAGER
DISASTER EMERGENCY BOARD OF DIRECTORS
* LEADER OF THE EMERGENCY RESPONSE TEAM STATED IN THE EMERGENCY PLAN


EMERGENCY CONTACT
ACCIDENT
MARINE ACCIDENT
PASSENGER ACCIDENT
ENVIRONMEN-TAL ACCIDENT
WORK ACCIDENT
MARINE / LAND OPERATION INSPECTOR
FUEL AND ENVIRONMENTAL MANAGER / ENVIRONMENTAL ENGINEER
UNIT SUPERVISOR
ESKİHİSAR - TOPCULAR LINE VESSELS A.V. OPERATIONS MANAGER, OPERATIONS MANAGER ON OTHER SHIPS AND TERMINALS
CORPORATE RISK MANAGEMENT, MANAGEMENT SYSTEMS AND OHS DIRECTORATE
AFTER THE PROCESS WRITTEN IN THE ACCIDENT / INCIDENTAL ASSESSMENT PROCEDURE
DISASTER EMERGENCY BOARD OF DIRECTORS
EPIDEMIC DISEASE
WORKPLACE HEALTH UNIT
CORPORATE RISK MANAGEMENT, MANAGEMENT SYSTEMS AND OHS DIRECTORATE
DISASTER EMERGENCY BOARD OF DIRECTORS

INTERNAL PHONE NUMBERS	
SECURITY	**721**
Dr. Nuri Hünkar KUTLU (Workplace Doctor)	0530 977 91 77
Ahmet HALHALLI (OHS Specialist)	0554 222 97 31
Süleyman Küçük (OHS Specialist)	0539 550 25 92
Dr. Nedim ŞENDAĞ (Director of Corporate Risk Management, Management Systems & OHS)	0 530 068 49 77
İsmail DEMİR (Coordinator)	0505 507 22 08
Burhan DİNÇ (Director of Construction Works)	0 530 416 70 11
Yavuz ÇATAL (Technical, Fuel & Environmental Director)	0 505 507 22 16
Alper DEMİRCAN (Operation Manager)	0556 280 15 38
Hakan ZURNACI (Regional Director)	0 549 664 00 54

EXTERNAL PHONE NUMBERS	
HEALTH EMERGENCY	112
FIRE	112
POLICE	112
AFAD	112
ELECTRICAL FAILURE	186
GAS FAILURE	187
POISON CONTROL HOTLINE	114
TURKISH ATOMIC ENERGY AUTHORITY (TAEK)	4448235
MEDLINE AIR AMBULANCE SERVICE	4441212
STAR AIR AMBULANCE SERVICE	0 212 222 91 22
NOTE: MARITIME AMBULANCES ARE CONTACTED THROUGH REGULAR AMBULANCE SERVICES.	

Note: One number (112) of the emergency call numbers of 7 institutions used for different emergency calls in our country (Fire Brigade: 110, Gendarmerie: 156, Police: 155, Health: 112, Forest: 177, Coast Guard: 158, AFAD: 122) developed to collect.

HOSPITALS	
MALTEPE	
MALTEPE DEVLET HASTANESİ	0 216 459 77 70
ÖZEL MALTEPE BÖLGE HASTANESİ	0 216 441 20 20
MALTEPE ÜNİ.TIP FAKÜLTESİ EĞ. VE ARŞ. HAST.	0 216 399 97 50
FATİH ÜNİ. HAST.	0 216 444 4 384
BLOOD CENTERS	
KIZILAY KAN MERKEZİ	0 212 534 69 73
TÜRK KIZILAY AVRUPA BÖLGE KAN MERKEZİ	0 212 447 60 40
KIZILAY KADIKÖY KAN MERKEZİ	0 216 336 05 66
TÜRK KIZILAYI KUZEY MARMARA KAN MERKEZİ	0 216 458 05 00
GÖZTEPE EĞİTİM VE ARAŞTIRMA HASTANESİ KAN MERKEZİ	0 216 566 40 62
İSTANBUL EĞİTİM VE ARAŞTIRMA HASTANESİ KAN MERKEZİ	0 216 542 32 32
FUNERAL SERVICES	
IBB CEMETERIES DIRECTORATE	0 212 272 13 73
IBB CEMETERIES DIRECTORATE DEPUTY DIRECTORATE GENERAL NO. 2	0 212 449 91 11
ALIENS' FUNERAL SERVICES	
ÖZEL İSTANBUL FUNERAL SERVICES	0505 990 1 188
FUNERAL SERVICES	0 212 231 11 44

	EMERGENCY SHIP LAND COMMUNICATIONS LIST	FR.266 / 14

No	Name Surname	Duty	Mobile Tel.	E-mail Address	Description
1	Omer Selman YUKSEL	Anatolian Side Operations Inspector	0530 140 77 54	syuksel@ido.com.tr	In every emergency
2	Mehmet Akif ATABAY	European Side Operations Inspector	0537 970 24 52	matabay@ido.com.tr	In every emergency
3	Eskihisar Hareket	Eskihisar Naval Operations	0506 559 16 47	eskihisardenizoperasyon@ido.com.tr	In every emergency
4	İsmail DEMIR	Coordinator	0505 507 22 08	idemir@ido.com.tr	If the Operations Inspector cannot be reached, the Operations Manager should be called.
5	Nezir ATES	Operations manager	0505 588 19 66	nates@ido.com.tr	If the Eskihisar Deniz Operation cannot be reached, the Operations Manager should be called.
6	Dr. Nuri Hunkar KUTLU	Eskihisar AV Operations Manager	0530 977 91 67	nkutlu@ido.com.tr	Passengers with health problems on board,
7	Turkey Border Coasts General Directorate of Health	Occupational Physician	444 83 53	telesaglik@saglik.gov.tr	In case of injury in Work Accidents
Port Authorities					
8	AMBARLI		0212 875 68 48	ambarli.liman@udhb.gov.tr	Liman sınırları içerisinde
9	BANDIRMA		0266 714 94 50	bandirma.liman@udhb.gov.tr	Liman sınırları içerisinde
10	GEMLIK		0 224 513 11 33	gemlik.liman@udhb.gov.tr	Liman sınırları içerisinde
11	ISTANBUL		0212 249 21 97-98	istanbul.liman@udhb.gov.tr	Liman sınırları içerisinde
12	KOCAELI		0262 528 46 37 0262 528 37 54	izmit.liman@udhb.gov.tr	Liman sınırları içerisinde
13	MARMARA ADASI		0266 885 59 95	marmaraadasi.liman@uab.gov.tr	Liman sınırları içerisinde
14	MUDANYA		0224 544 11 26	mudanya.liman@udhb.gov.tr	Liman sınırları içerisinde
15	TUZLA		0216 446 72 17	tuzla.liman@udhb.gov.tr	Liman sınırları içerisinde
16	YALOVA		0226 813 54 10	yalova.liman@udhb.gov.tr	Liman sınırları içerisinde

APPENDIX-4 GENERAL SITUATION PLAN OF AREAS THROUGH DANGEROUS LOADS

There is no storage, loading and unloading of Dangerous Goods on land vehicles or loading and unloading into ship silos in our terminal. Only land vehicles carrying Dangerous Goods are transported by car ferry between adjacent ports.

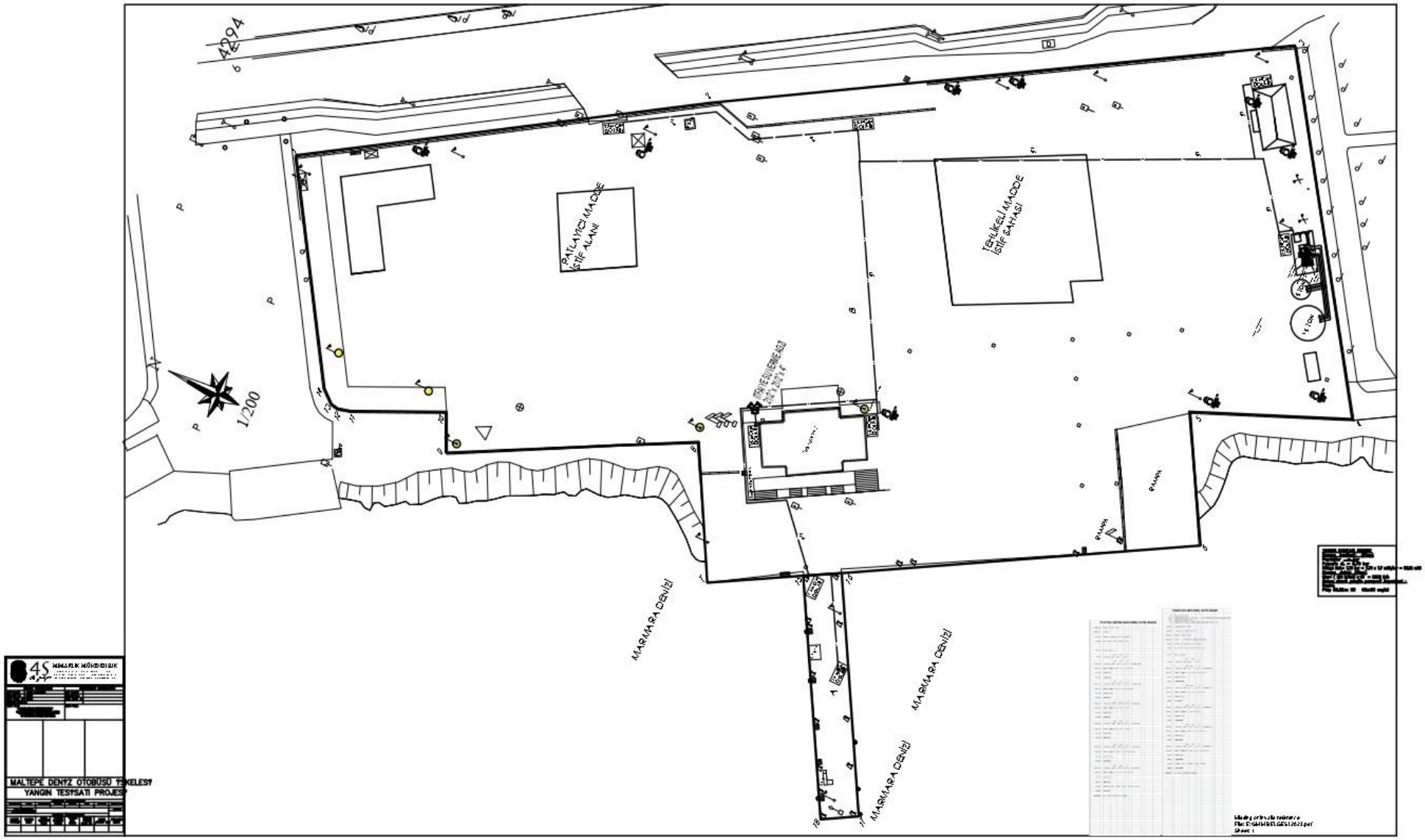
After the vehicles pass through the toll booth on ANNEX-1, the dangerous goods are loaded onto the ships by proceeding over the storage area.

APPENDIX-5 FIRE PLAN OF CROSSING AREAS OF DANGEROUS LOADS

There is no storage, loading and unloading of Dangerous Goods on land vehicles or loading and unloading into ship silos in our terminal. Only land vehicles carrying Dangerous Goods can be transported by car ferry at adjacent ports.

In this context, the sketch shown on ANNEX-6 is sufficient.

APPENDIX-6 GENERAL FIRE PLAN OF THE FACILITY



APPENDIX-7 EMERGENCY PLAN

DOCK. CODE: PL.022

IDO ISTANBUL SEA BUS INDUSTRY AND TRADE INC.

MALTEPE TERMINAL EMERGENCY PLAN

ADDRESS	**:**	**MALTEPE DENİZ OTOBÜSÜ İSKELESİ MALTEPE/ İSTANBUL**
EMPLOYER / EMPLOYER'S ATTORNEY	**:**	**İSMAİL DEMİR**
DANGER CLASS	**:**	**DANGEROUS**
NUMBER OF EMPLOYEES	**:**	**26 (May vary.)**
PREPARED BY	**:**	**CORPORATE RISK MANAGEMENT, MANAGEMENT SYSTEMS AND OHS MD.**
DATE OF PREPARATION	**:**	**03.12.2021**
VALIDITY DATE	**:**	**03.12.2025**

1. PURPOSE

Emergency Plan, IDO Istanbul Sea Buses Ind. ve Tra. Inc. It aims to describe the emergencies that may occur in the work areas and negatively affect human health, to determine what to do before, during and after these situations, and to manage the process.

2. SCOPE

IDO Istanbul Sea Buses Ind. ve Tra. Inc. It includes Sirkeci terminal employees, visitors, customers, stakeholders, subcontractor employees, and employees of companies from whom service is purchased.

3. ABBREVIATIONS AND DEFINITIONS

IDO: IDO İstanbul Sea Buses Ind. ve Tra. Inc.
OHS: Occupational Health and Safety.
SH: Safety Handbook.
Stakeholder: The company that uses the area or common area in our working areas,
Emergencies: Natural disasters (earthquake, flood, storm, tornado and lightning), fire, flash/explosion, work accident, poisoning, man overboard, epidemic diseases, sabotage, dangerous chemical an event that requires immediate intervention, such as the spread caused by substances,
Emergency Teams: Extinguishing, protection, rescue and first aid teams consisting of team leaders and team members under the management of the team leader,
Emergency Response Teams: Medical teams, security forces, fire brigade, AFAD, etc., who came to intervene in the event from outside our company during an emergency. teams,
Emergency Assembly Place: A designated place at a distance or in a shelter where employees, visitors, passengers, stakeholders, sub-employer employees, employees of the company from which the service is procured will not be affected by the negative consequences of emergencies,
Emergency Board: The board showing the list of emergency teams, emergency contact numbers and emergency evacuation sketch,
Emergency Instruction: An instruction that summarizes the steps to be followed in an emergency,
Emergency Signs and Signs: Signs and plates as specified in the Health and Safety Signs Regulation,
Support Personnel: A specially trained employee who is appropriately equipped in the fields of protection, rescue, extinguishing and first aid,
Team Leader: The Protection Team Leader will be referred to as the Team Leader.
Team Head: The support staff who can coordinate the team members, who has received training on the emergency to be intervened and who works continuously at the workplace,
Team Member: A support person who has been trained in emergency situations (fighting, rescue, protection, first aid) and is constantly working in the workplace,
Occupational Accident: An event that occurs in the workplace or due to the conduct of the work, causing death or rendering bodily integrity mentally or physically disabled,
Risk Evaluation: The necessary studies to determine the dangers that exist in the workplace or that may come from outside, the factors that cause these hazards to turn into risks, and the analysis and grading of the risks arising from the hazards, and the determination of control measures,
OHS Board: The board that is within the scope of the Occupational Health and Safety Law No. 6331, which works on occupational health and safety in workplaces with fifty or more employees and where continuous work is carried out for more than six months,
SDS (Safety data sheet): It refers to the document containing detailed information on the properties of harmful substances and mixtures and the safety precautions to be taken in the workplaces according to the hazard characteristics in order to protect human health and the environment from the negative effects of harmful substances and mixtures.

Epidemic Diseases: It is the general name given to diseases that spread and show their effects in a very wide area such as a city, country and/or continent, or even the entire surface of the world.

Dangerous Goods Safety Advisor: Refers to the natural person whose duties and qualifications are specified in ADR/IMDG and authorized by the Ministry by issuing a dangerous good safety advisor certificate. These personnel related to dangerous goods operation must have received IMDG Code training and their training must be renewed every two years.

4. RESPONSIBILITIES

4.1. Employer

Identifying emergencies, preparing plans and keeping them accessible to all employees,
Hanging emergency boards in areas where visitors, employees, passengers, subcontractors and stakeholders can see them,
Receiving emergency response training from authorized institutions and/or occupational safety specialists and workplace physicians for emergency teams,
Periodic maintenance and controls of emergency direction signs and equipment,
Ensuring compliance with the legislation of emergency lighting and electrical systems, maintenance and control,
Conducting emergency drills,
Evaluating the results of the emergency drills in the OHS Committees and taking measures for the detected malfunctions,
The subcontractor is responsible for providing information about emergencies through appropriate means (board, handbook, brochure, etc.) to stakeholders, customers, visitors and companies from whom services are purchased.

4.2. Employees

When they encounter an emergency, using emergency communication equipment, if there is no communication equipment, notifying the emergency teams by radio or shouting,
When an emergency occurs, going to the emergency assembly point,
If there is anyone left in the emergency area, giving their information to the emergency teams,
By complying with the items specified in the emergency plan,
Following the instructions of the Team Leader until the Emergency Response Teams (health teams, security forces, firefighters, AFAD, etc.) arrive, and the instructions of the relevant teams when the teams arrive,
He is obliged to act in a way that does not endanger the life of himself and his colleagues during emergencies.

4.3. Emergency Teams

Emergency teams;
It consists of extinguishing, rescue, protection and first aid teams.
Emergency teams report to the Team Leader.
All teams consist of Team Leader and Team Members.
The Land Operations Inspector is responsible for the selection of the Sirkeci Terminal emergency teams. Crews are determined according to the shift pattern of the terminal. The Team Leader is the Terminal Chief.

In order to determine the number of Sirkeci Terminal emergency teams, support personnel are assigned in the numbers specified in these regulations by making use of the Regulation on Emergency Situations at Workplaces and the First Aid Regulation.
The numbers specified in the regulation indicate the minimum number of employees. Adjustments can be made in the number of support personnel, taking into account the density of people in the employee area and shifts.

Emergency teams are assigned in the numbers specified in the Regulation on Emergencies at Workplaces, with 1 employee in the rescue team in 40 employees, 1 employee in the extinguishing team in 40 employees, and 1 employee in the protection team in 40 employees.
If there are more employees in the workplace, it assigns one more support person for up to 40 employees.
In the numbers specified in the first aid regulation, 1 employee out of 15 employees is assigned to the first aid team.
If there are more employees in the workplace, it assigns one more support staff for up to 15 employees.
Telephone numbers of the Team Leader, Team Leaders and security supervisor, the names and surnames of the Team Leaders and Team Members, and the teams they are in are specified in the "Emergency Teams Form" (FR.355 // ANNEX -3). In the Emergency Teams Form, the common contact numbers of the Team Leader and Security Supervisor are indicated in the list without specifying the name/surname. “Emergency Teams Form” (FR.355 // ANNEX -3) is kept on the emergency board.
Emergency team members perform the tasks specified in the plan. The tasks specified in the plan are communicated to the Team Leaders by the Land Operations Inspector, and to the Team Leaders and Team Members by the Team Leader, in two copies with the Emergency Teams Task Notice, and one copy is shared with the Personnel Management and Labor Relations Directorate so that one copy is kept in the employee's personnel file.

4.3.1. Team Leader
The Team Leader performs the written tasks in the emergency instructions.

4.3.2. First Aid Team
It consists of support staff who help the casualty in accordance with the first aid trainings they receive in emergency situations.
Triage the injured and give first aid until the medical team arrives.
Informs Team Leader, Team Leader and Emergency Response Teams (health teams, security forces, fire brigade, AFAD, etc.).

4.3.3. Rescue Team
The primary job of the rescue team is to ensure that all persons go to the assembly point during the emergency.
After the emergency; performing search and rescue operations for employees, visitors and other persons.

4.3.4. Protection Team
To prevent possible panic and turmoil due to the emergency, to carry out the coordination work between the emergency teams, to carry out the counting works, to inform the Emergency Response Teams (Health teams, security forces, fire brigade, AFAD, etc.) when necessary.

4.3.5. Extinguishing Team

In line with the training he received, he intervened with fire equipment when the fire first started, without endangering his own life. In a situation where the fire cannot be intervened, it closes the windows and doors to prevent the spread of fire and prevents air entry into the environment. It closes the airtight compartments.

5. PREVENTIVE AND LIMITED MEASURES

5.1. Precautions to be Taken Before Emergencies

Emergency plans and instructions are distributed to all employees by the Enterprise Risk Management, Management Systems and OHS Department.

In situations that endanger the security that may cause an emergency (sabotage, suspicious package, etc.), the steps specified in the "Safety Handbook" (SH // ANNEX-23) are followed.

The controls of the appropriate type and number of fire extinguishers, fire hoses, fire cabinets, which must be kept in accordance with the conditions stated in the Regulation on the Protection of Buildings from Fire, are carried out by the Operations Directorate (sea, land).

Fire extinguishers and fire cabinets are controlled by the assigned employees every month using the "Fire Extinguishing Control Form" (FR.298 // QDMS is accessible in our System) and "Fire Cabinet Control Form" (FR.350 // QDMS is accessible in our System), It is sent via e-mail to the Land Operations Department and Enterprise Risk Management, Management Systems and OHS Department. Original copies are stored in locations.

It is requested from the supplier company by the Operations Directorate (sea, land) in case of non-compliance such as the pressure drop of the cylinders specified in the Fire Extinguishers Control Form (FR.298 QDMS is accessible in our System), emptying of the cylinders, breaking of the sealing wire.

Fire hose, fire cabinet, hydrant, alarm warning systems, emergency lighting and electrical systems are made and followed by the companies deemed appropriate under the management of the Construction Works Department.

The nonconformities specified in the "Fire Cabinet Control Form" (FR.350 // QDMS is accessible in our System) are reported to the Construction Affairs Directorate by opening a fault record and are/are made by the Construction Works Directorate.

In order not to hinder the exit in emergency situations, equipment, materials, etc. should be placed on the emergency exit doors and escape routes. should not be kept.

Companies serving in common areas (stakeholder, rental area, etc.) should be positioned in such a way that they do not block the emergency exits. Relevant companies in no way prevent emergency exits, equipment, materials, etc. should be informed by the Operations Directorate (sea, land) about the necessity of

Area arrangements should be made so that vehicles belonging to Emergency Response Teams (health teams, security forces, fire brigade, AFAD, etc.) do not prevent entry.

Emergency exit doors, emergency escape route and meeting place signs should be hung and/or hung by the Operations Directorate (sea, land) in accordance with the Safety and Health Signs Regulation, taking the opinions of the Corporate Risk Management, Management Systems and OHS Directorate.

In the event of an emergency or receiving news, people in the passenger lounge are evacuated to the assembly area next to the Terminal Chief's room, if possible, not to the outside of the terminal.

Shelves and cabinets that can tip over employees due to the shaking that will occur in an earthquake should be fixed to the wall or floor, and materials that may fall on them should not be placed.

If chemicals used for cleaning and other purposes need to be stored in the terminal, they must be stored in accordance with the storage conditions in the safety data sheets. Combustible materials should not be stored in generators, electrical system rooms and transformers.

The units where disabled employees work must be known by the Team Leader and disabled employees must be embezzled by the Rescue Team in case of emergency.

Vehicles carrying dangerous goods must act in accordance with the steps specified in the Dangerous Goods Guide in accordance with the provisions of the Regulation on the Transport of Dangerous Goods by Sea and IMDG rules.
Vehicles carrying dangerous goods should be kept in the isolated areas determined in accordance with the ADR booklet for the shortest possible time for shipment to the ship, and they should be shipped to the ship. During this process, there should be no passenger or civilian vehicle entry into the Terminal, and it should be done at the times determined by the Istanbul Port Authority.
The safety rules communicated by the Dangerous Goods Safety Advisor to the terminals and the FILO IDO system every evening must be followed.
As stated in the Dangerous Goods Guide; Vehicles carrying dangerous goods should not be taken into the terminal borders in case of spillage or leakage before entering the terminal area and in case of missing documents and equipment previously determined by the Dangerous Goods Safety Advisor.

5.2. What to Do During an Emergency
When emergencies occur, Emergency Response Teams (health teams, security forces, firefighters, AFAD, etc.) are called and the necessary organization is made, and the Team Leader informs a superior about the emergency.
A senior supervisor informs the Manager / Assistant General Managers and the Corporate Risk Management, Management Systems and OHS Department.
When encountering or receiving news of an emergency, the third step specified in the emergency instructions is to instruct the waiting areas and exit doors to be left open. This instruction is given by the Team Leader to the Rescue Team Leader.
2 meeting places have been determined in Sirkeci terminal. It is located in the middle part of the personnel use area. The other gathering place is in front of the terminal chief's room, in the direction of the security mobo.
Terminal employees, visitors, customers, subcontractor employees and employees of the companies from whom the service is procured must be directed to the emergency meeting place in the commercial areas, toilets, rental work areas, apart from the waiting areas in the terminal building.
In addition, if there are disabled customers in the terminal area, Rescue Team Members are guided to the emergency assembly area.
Employees are required to attend the count at the emergency assembly site. The emergency assembly area should not be left without the knowledge of the Team Leader.
In order to prevent the potentially explosive atmosphere that may occur when vehicles carrying dangerous goods pass through the toll booth at Sirkeci terminal, all lighting equipment of the toll booths where these vehicles pass is deactivated.

5.2.1. Natural disasters
In case of natural disasters (earthquake, lightning), it is acted according to Annex-a-Emergency Instruction.

5.2.2. Fire, Flash/Explosion
In case of fire, action is taken according to Annex-a-Emergency Instruction.
If a fire has occurred due to chemical spills or flammable, combustible and explosive materials, evacuation will be carried out first and if there is a casualty, the first aid team will intervene.

In fires caused by chemical substances, the fire extinguishers specified in the safety data sheets (SDS) of the material used or transported should be intervened or protective measures should be taken.
In the event of a Fire, Flash/Explosion in Vehicles Carrying Dangerous Goods, Dangerous Goods Safety Advisor is called, information is obtained about the content of the Dangerous Goods, and Emergency Response Teams (health teams, security forces, firefighters, AFAD, etc.) are informed.
In case of fire, flashing/explosion in vehicles carrying dangerous goods, the count is made by moving away from the area immediately and dispatching to the most appropriate safe area to be determined by the Terminal Chief.

5.2.3. man falling overboard
In the event of a man overboard, the Annex-a-Emergency Instructions are followed.

5.2.4. Work accident
Work accidents specified in emergencies are managed according to the “Accident/ Incident Management Procedure” (PR.056 // ANNEX -24).

5.2.5. Poisoning
In case of poisoning, the victim should not vomit until the causes of the poisoning are learned, and the workplace doctor / other health personnel should be informed immediately. Casualties are directed to hospitals by the occupational physician/other health personnel. In cases where the workplace doctor/other health personnel is not on duty (out of working hours, etc.), this referral is made by the first aid support personnel. First of all, the Team Leader informs the First Aid Team Leader if the Team Leader is also poisoned, and any employee informs the workplace doctor/other health personnel if he is also affected.

5.2.6. Emission from Hazardous Chemicals
In case of emission from dangerous chemicals, it is managed according to the "Environmental Emergency Instruction" (TL.057 // ANNEX -26).

5.2.7. Epidemics
Compliance with the plans and notifications determined for workplaces by the World Health Organization and the Ministry of Health is ensured.
The matters to be complied with regarding the Covid-19 pandemic announced by the World Health Organization on March 11, 2020 are managed in accordance with the Annex-d Covid-19 Pandemic Plan.

5.2.8.Sabotage/ Suspicious Package

In situations that endanger the security that may cause an emergency (sabotage, suspicious package, etc.), the steps specified in the "Safety Handbook" (SH // ANNEX-23) are followed.

5.2.9. What to Do After an Emergency

All employees should wait until the Team Leader is informed about the latest situation of the emergency in the emergency meeting place and/or the most appropriate safe area. If he/she will leave the waiting point, the Team Leader is informed.
Employees who were injured and sent to the hospital at the end of the emergency are followed up by the IDO Health Unit.
After the earthquake and fire are over, the buildings are controlled by the Directorate of Construction. If there is damage and no entry report is given, the building cannot be entered. If there is a report given by the relevant state authority on this subject, an evaluation is made according to the results of this report.
After the emergency (natural disaster, etc.) that may damage the water circuits is over, the use of mains water should be prevented, and water use should be ensured after the water analysis is done and the results regarding its suitability are obtained.
Electricity and natural gas systems will not be commissioned without the permission of the Construction Works Directorate and/or the relevant state authority.
Waste generated after an emergency should be managed in accordance with the "Waste Management Procedure" (PR.019 // ANNEX -27).
The post-emergency business continuity plan (PL.004 // is accessible in our QDMS System) is followed.

6. EMERGENCY REPORTING

After the emergency is over, the "Emergency Evaluation Form" (FR.351 // ANNEX -28) is filled by the Team Leader. During the writing of the form, how and when the emergency started, the areas affected, the forms of intervention are specified, and the Institutional Risk Management, Management Systems and OHS Directorate are informed by evaluating the material and moral damages caused by consulting the relevant units. Assistant General Managers and, if necessary, the General Manager are informed by the Corporate Risk Management, Management Systems and OHS Department.
If any, the reports made by the Emergency Response Teams (health teams, security forces, fire brigade, AFAD, etc.) should also be attached to the emergency assessment form.

7. EXERCISES

An evacuation drill is held annually in order to safely manage the evacuation and response conditions specified in the emergency plan.
Not less than once a year, drills including first aid and man overboard scenarios are held.
The scenarios written by the Terminal Chief at the Sirkeci terminal should be shared with the Enterprise Risk Management, Management Systems and OHS Directorate before the exercise, and the participation of the occupational safety specialist, workplace doctor and other health personnel should be ensured at appropriate times.
The drills carried out are recorded with the "Emergency Drill Form" (FR.290 // ANNEX -29), and sent to the Land Operations Directorate (sea, land) and the Enterprise Risk Management, Management Systems and OHS Directorate.
The results of the emergency drills carried out are discussed at the OHS Board Meetings, and the adequacy and response suitability of the teams are evaluated. In line with the board decisions taken for nonconformities, it is ensured that measures are taken in accordance with the "Corrective Action Procedure" (PR.006 // ANNEX -25).

Companies and stakeholders that rent terminal areas should participate in the exercises and go from the work areas to the assembly areas in accordance with the instructions given.

8. RENEWAL OF THE EMERGENCY PLAN

Contingency Plans are routinely reviewed annually.
OHS Committees decide whether to renew the emergency plans by reviewing the changes made in the whole or a part of the workplace that may affect the emergency situations, taking into account the non-conformities detected in the exercises, work accidents and risk assessments, or in case of changes that will cause new emergencies to occur.
Emergency plans updated by the OHS Board are distributed to all employees by the Enterprise Risk Management, Management Systems and OHS Department, and to the Stakeholders by the Land Operations Inspector.

Annex-a - EMERGENCY INSTRUCTIONS

-EARTHQUAKE-

ALL EMPLOYEES, VISITORS AND CUSTOMERS

1- Persons on the ground floors should leave the building as soon as possible.
2- Persons who cannot leave the building should stay away from windows and unstable items.
3- It should be positioned close to the ground in a way to protect the head and body integrity on the sides of the fixed objects.
4- Persons who are not harmed in the event of a shock should follow the emergency exit signs and signs and exit the emergency exit door and come to the assembly area.
5- Employees must participate in the counting at the meeting place.
6- People injured after the earthquake should try to stay calm and in their places and wait for help.
7- People outside should not stay under the buildings, considering that there may be a relapse.
8- Since there is a possibility of contamination by harmful substances, food and beverages should not be consumed.
9- Fire materials should not be used, electricity and electrical sources should be avoided. Unless otherwise stated, the building should not be entered.
10- Must follow the instructions of the Team Leader.

TEAM LEADER

1- When it receives emergency information or encounters an emergency, it should notify or ensure that it is given to the fire brigade, health and safety officers.
2- It ensures the shutdown of electricity, natural gas and heating systems or gives the necessary instruction to turn it off.
3- Coordinates the team heads, gives the instructions to take the necessary precautions
4- In cases where there is no team leader, he/she makes the assignment to fulfill the task of the relevant team leader.
5- It prevents possible confusion and people panic.
6- Instructs the doors to be opened in the passenger area for the evacuation of people.
7- Assigns the task of directing the protection team members and the rescue team to the emergency assembly point.
8- He comes to the emergency meeting place and checks the count or gets information.
9- Makes assignments for the protection of important documents and documents.

10- In case any team is insufficient, he assigns other teams to assist the work of the relevant team in order to reduce the effects of the emergency.
11- When the fire brigade, health and safety officers arrive at the scene, they come under the orders of the relevant teams.
12- If it is appropriate for the emergency teams to participate in the work, he assigns the fire brigade (112), health (112) and security (112) officers to help.
13- Informs employees, visitors and customers to follow the instructions of the incoming teams.
14- At the end of the event, he prepares the emergency assessment form (fr.351 // ANNEX - 28) for the situation assessment.

PROTECTION TEAM MEMBER
1- It ensures the shutdown of electricity, natural gas and heating systems.
2- It prevents possible confusion and people panic.
3- It provides direction to the emergency meeting place with the assignment of the team leader.
4- He comes to the emergency area and checks the count or gets information.
5- It ensures that important documents and documents are protected in a safe area.
6- Follows the team leader's instructions.

EXTINGUISHING TEAM HEAD AND MEMBERS
1- If a fire has occurred due to the earthquake and intervention is possible, the fire-related section of the emergency instruction is applied.
2- If the fire has not occurred, the emergency assembly point should be visited and the instructions of the team leader should be followed.

RESCUE TEAM HEAD AND MEMBERS
1- It helps the evacuation of the building, provided that the disabled people who have difficulty in evacuating in the building are the first ones.
2- It ensures that people are present at the gathering place. Follows team leader's instructions.
3- It ensures that important documents and documents that need to be recovered are transported to the safe area with the instruction of the team leader.

FIRST AID TEAM HEAD AND MEMBERS
1- Triage the injured until the medical team arrives.
2- Follows the instructions of the Team Leader. Informs health officials about the health status of the beneficiaries.

-FIRE, FLASH-EXPLOSION-

ALL EMPLOYEES, VISITORS AND CUSTOMERS
1- The first person who sees the fire should shout that there is a fire and/or warn by using the fire alarm button.
2- Follow the emergency exit signs and signs and exit through the emergency exit door.
3- Emergency teams should be notified or provided.
4- The instructions of the Team Leader must be followed by coming to the emergency meeting place. Employees must participate in the count at the emergency assembly site.

TEAM LEADER

1- When it receives emergency information or encounters an emergency, it should notify or ensure that it is given to the fire brigade, health and safety officers.
2- It ensures the shutdown of electricity, natural gas and heating systems or gives the necessary instruction to turn it off.
3- Coordinates the team heads, gives the instructions to take the necessary precautions
4- In cases where there is no team leader, he/she makes the assignment to fulfill the task of the relevant team leader.
5- It prevents possible confusion and people panic.
6- Instructs the doors to be opened in the passenger area for the evacuation of people.
7- Assigns the task of directing the protection team members and the rescue team to the emergency assembly point.
8- He comes to the emergency meeting place and checks the count or gets information.
9- Makes assignments for the protection of important documents and documents.
10- In case any team is insufficient, he assigns other teams to assist the work of the relevant team in order to reduce the effects of the emergency.
11- When the fire brigade, health and safety officers arrive at the scene, they come under the orders of the relevant teams.
12- If it is appropriate for the emergency teams to participate in the work, he assigns the fire brigade (112), health (112) and security (112) officers to help.
13- Informs employees, visitors and customers to follow the instructions of the incoming teams.
14- At the end of the event, he prepares the emergency assessment form (fr.351 // ANNEX - 28) for the situation assessment.

PROTECTION TEAM MEMBER

1- It ensures the shutdown of electricity, natural gas and heating systems.
2- It prevents possible confusion and people panic.
3- It provides direction to the emergency meeting place with the assignment of the team leader.
4- He comes to the emergency area and checks the count or gets information.
5- It ensures that important documents and documents are protected in a safe area.
6- Follows the team leader's instructions.

EXTINGUISHING TEAM HEAD AND MEMBERS

1- As soon as he receives the emergency notification, he goes to the area where the emergency occurred and intervenes in the fire with the equipment that should be used according to the type of fire without endangering the lives of himself, his team and the victims and injured people who may be in the area. It takes the fire under control and prevents the fire from spreading.
2- In fires caused by chemical substances, it intervenes or takes protection measures with the fire extinguishers specified in the safety data sheets (SDS) of the material used or transported.
3- In cases where the fire cannot be intervened, it makes the environment safe against the possibility of the fire spreading after making sure that there are no casualties and casualties waiting to be rescued inside the area where the fire took place.
4- When the fire brigade teams arrive at the scene, if help is requested, they participate in the work of the relevant team in line with the instructions of the team leader.
5- Act in accordance with the instructions of the team leader.

RESCUE TEAM HEAD AND MEMBERS

1- He comes to the fire area and, if possible, performs the evacuation. If not possible, he should go to the emergency assembly point.
2- Assist the firefighting teams when deemed appropriate by the Team Leader.
3- Employees, visitors and customers trapped in extinguished and/or unburned areas should evacuate with the help of first aid team members.
4- After the evacuation process is over, he must come to the emergency meeting place and follow the instructions of the Team Leader.

FIRST AID TEAM HEAD AND MEMBERS

1- Triage the injured until the medical team arrives.
2- Follows the instructions of the Team Leader. Informs health officials about the health status of the beneficiaries.

-FLOOD-

ALL EMPLOYEES, VISITORS AND CUSTOMERS

1- Emergency teams should be notified or provided. Go to the safe areas determined by the team leader.
2- Do not go into the water during floods or to escape from floods,
3- If possible, stay away from water beds, pit areas and electricity sources.

TEAM LEADER

1- When it receives emergency information or encounters an emergency, it should notify or ensure that it is given to the fire brigade, health and safety officers.
2- It ensures the shutdown of electricity, natural gas and heating systems or gives the necessary instruction to turn it off.
3- Coordinates the team heads, gives the instructions to take the necessary precautions
4- In cases where there is no team leader, he/she makes the assignment to fulfill the task of the relevant team leader.
5- It prevents possible confusion and people panic.
6- Instructs the doors to be opened in the passenger area for the evacuation of people.
7- Appropriate gathering place should be determined, and if possible, people should gather at the highest place in the building.
8- It gives the task of directing the members of the protection team and per the rescue team to the emergency assembly point.
9- If there is a wounded, he should direct the rescue team to rescue the injured from the area where he is stuck.
10- He comes to the emergency meeting place and checks the count or gets information.
11- Makes assignments for the preservation of important documents and documents.
12- In case any team is insufficient, he assigns other teams to assist the work of the relevant team in order to reduce the effects of the emergency.
13- When the fire brigade, health and security officers arrive at the scene, they come under the orders of the relevant teams.
14- If it is appropriate for the emergency teams to participate in the work, he assigns the fire brigade (112), health (112) and security (112) officers to help.
15- Informs employees, visitors and customers to follow the instructions of the incoming teams.
16- At the end of the event, he prepares the emergency assessment form (fr.351 // ANNEX - 28) for the assessment of the situation.

PROTECTION TEAM MEMBER

1- It ensures the shutdown of electricity, natural gas and heating systems.
2- It prevents possible confusion and people panic.
3- It provides direction to the emergency meeting place with the assignment of the team leader.
4- He comes to the emergency area and checks the count or gets information.
5- It ensures that important documents and documents are protected in a safe area.
6- Follows the team leader's instructions.

EXTINGUISHING TEAM HEAD AND MEMBERS

1- If a fire has occurred and intervention is possible, the fire-related section of the emergency instruction is applied.
2- If the fire has not occurred, the emergency assembly point should be visited and the instructions of the team leader should be followed.
3- Assists the rescue and protection team with the assignment of the team leader.

RESCUE TEAM HEAD AND MEMBERS

1- It carries out the evacuation works when it receives an emergency notification or encounters an emergency.
2- In cases deemed appropriate by the team leader, he ensures that the injured, if any, come to the meeting point determined by the team leader.

FIRST AID TEAM HEAD AND MEMBERS

1- Triage the injured until the medical team arrives.
2- Follows the instructions of the Team Leader. Informs health officials about the health status of the beneficiaries.

-STORM, HOSE-

ALL EMPLOYEES, VISITORS AND CUSTOMERS

1- Emergency teams should be notified or provided. Go to the safe areas determined by the team leader.
2- If you are inside the building, keep the doors and windows closed. Wait by collapsing, trapping and holding next to or under a solid object.
3- If you are outside, stay away from bridges, overpasses and power transmission lines. Prefer flat and low areas for shelter.
4- If you need to take shelter in a vehicle, protect your head with a cover by wearing the seat belt.

TEAM LEADER

1- When it receives emergency information or encounters an emergency, it should notify or ensure that it is given to the fire brigade, health and safety officers.
2- It ensures the shutdown of electricity, natural gas and heating systems or gives the necessary instruction to turn it off.
3- Coordinates the team heads, gives the instructions to take the necessary precautions
4- In cases where there is no team leader, he/she makes the assignment to fulfill the task of the relevant team leader.
5- It prevents possible confusion and people panic.
6- Instructs the doors to be opened in the passenger area for the evacuation of people.

7- It determines a suitable gathering place, and if possible, provides people to gather at the lowest place in the building.
8- He comes to the emergency meeting place and checks the count or gets information.
9- Makes assignments for the protection of important documents and documents.
10- In case any team is insufficient, he assigns other teams to assist the work of the relevant team in order to reduce the effects of the emergency.
11- When the fire brigade, health and safety officers arrive at the scene, they come under the orders of the relevant teams.
12- If it is appropriate for the emergency teams to participate in the work, he assigns the fire brigade (112), health (112) and security (112) officers to help.
13- Informs employees, visitors and customers to follow the instructions of the incoming teams.
14- At the end of the event, he prepares the emergency assessment form (fr.351 // EK-28) for the situation assessment.

PROTECTION TEAM MEMBER
1- It ensures the shutdown of electricity, natural gas and heating systems.
2- It prevents possible confusion and people panic.
3- It provides direction to the emergency meeting place with the assignment of the team leader.
4- He comes to the emergency area and checks the count or gets information.
5- It ensures that important documents and documents are protected in a safe area.
6- Follows the team leader's instructions.

EXTINGUISHING TEAM HEAD AND MEMBERS
1- If a fire has occurred and intervention is possible, the fire-related section of the emergency instruction is applied.
2- If the fire has not occurred, the emergency assembly point should be visited and the instructions of the team leader should be followed.
3- Assists the rescue and protection team with the assignment of the team leader.

RESCUE TEAM HEAD AND MEMBERS
1- It carries out the evacuation works when it receives an emergency notification or encounters an emergency.
2- In cases deemed appropriate by the team leader, he ensures that the injured, if any, come to the meeting point determined by the team leader.

FIRST AID TEAM HEAD AND MEMBERS
1- Triage the injured until the medical team arrives.
2- Follows the instructions of the Team Leader. Informs health officials about the health status of the beneficiaries.

-OTHER EMERGENCIES-

RELEASE FROM HAZARDOUS CHEMICALS
1- In case of environmental emergency such as oil/fuel leakage, the Team Leader must be notified. (TL.057 // ANNEX -26) "Environmental Emergency Instruction" is followed.

MAN FALL TO SEA

1- The team leader is informed. The team leader notifies the scaffolding officers or ensures that they are given.

2- If there is a ship at the pier; (PR.022 // ANNEX-21) The ship is informed according to the "Ship's Emergency Response Procedure".

3- If there is no ship at the pier; In line with the training he received, the pier officer helps the person who falls into the sea by throwing a lifebuoy.

4- By using the stairs on the pier, the person who falls into the sea is taken ashore. First Aid Teams are notified.

SABOTAGE/SUSPICIOUS PACKAGE

1- In case of sabotage and suspicious package or explosive substance detection, the team leader is informed.

2- Team Leader informs the fire brigade (112), health (112) and security (112) officers.

WORK ACCIDENT

1- Occupational accidents that occur at the workplace or during working hours due to the execution of the work (PR.056 // ANNEX -24) are managed according to the "Accident/incident Management Procedure".

2- If it is out of working hours, the team leader is informed and it is managed according to the above-mentioned procedure.

POISONING

1- The victim should not induce vomiting until the cause of poisoning is understood.

2- First of all, the Team Leader, if the Team Leader is also poisoned, the First Aid Team Leader, if he is also affected, anyone informs the workplace physicians.

LIGHTENING

1- In case of lightning, the team leader is informed if the employee is exposed due to the workplace or the execution of the work.

2- Team Leader informs the workplace physician, and in cases where the workplace physician cannot be reached, support is received from the healthcare services by the Team Leader (112).

3- Avoid high places and open areas, under trees and eaves.

4- Protect your head by crouching in the open area by becoming the smallest.

5- Getting away from the seaside and using mobile phones, radios, electrical appliances, etc. should not use.

6- If a fire has occurred after lightning, the fire-related section of the emergency instruction is applied.

EPIDEMIC DISEASES

1- Compliance with the plans and notifications determined for workplaces by the World Health Organization and the Ministry of Health is ensured.

2- Matters to be complied with regarding the Covid-19 pandemic are managed in accordance with the Appendix-d Covid-19 Pandemic Plan.

Annex-d - COVID-19 PANDEMIC PLAN

1-DEFINITIONS

1.1-COVID-19 Disease;

Corona Viruses (CoV) are a large family of viruses that cause diseases ranging from the common cold to more serious diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Corona Viruses can be transmitted from animals and cause disease in humans. As a result of detailed research, it has been revealed that SARS-CoV was transmitted to humans from civet cats and MERS-CoV from dromedary camels to humans. On 31 December 2019, the World Health Organization's Office in China reported cases of pneumonia of unknown etiology in the city of Wuhan, Hubei province of China. It was identified on January 7, 2020 as a new Corona Virus (2019-nCoV) that has not been detected in humans before. Later, the name of the 2019-nCoV disease was accepted as COVID-19.

1.2-Sourcing and Contamination;

Source; It is not clear yet. The origin of COVID-19 is still being investigated.

Infection; It is known that the disease is transmitted through droplets. The virus can be transmitted from sick individuals by coughing and sneezing droplets and from surfaces that patients come into contact with (eye, mouth, nasal mucosa). Asymptomatic people can carry viruses in the respiratory tract, but the main transmission is from sick individuals. According to scientific publications published so far, the development and survival time of the virus in the body is between 2-14 days.

1.3-Clinical Features; Common signs of infection are fever, cough, and shortness of breath. In more severe cases, pneumonia, severe acute respiratory infection, kidney failure, and even death may develop.

2- PREVENT THE SPREAD OF THE EPIDEMIC

Pre;

Before the outbreak warning is given by the World Health Organization, the things to be done should be on informing the employees, and in the meantime, preparations should be made by deciding for the preventive measures related to the disease.

Training should be prepared quickly in the light of the information and data available to the employees. This training content;

- General information about the disease
- Transmission routes
- Ways of protection
- Things to do at work
- What to do during and after being sick
- It must necessarily include internal and external communication issues.

Employees should be informed through communication tools such as e-mail messages, banners and posters, including the recommendations of the Ministry of Health.
Banners/posters explaining the importance of correct hand washing with soap and water, correct mask use and physical distance between people should be hung at the entrance of the workplace and other areas where everyone can see it. In particular, pasting images showing correct hand washing on the toilet sink mirrors will strengthen the education on hand washing.
If there is no access to soap and water, they should be encouraged to clean their hands frequently using an alcohol-based hand sanitizer. Disinfectants should be kept in environments where access to water is difficult.
Changes should be made in the dressing/dressing room and dining areas as the Ministry deems appropriate, and if it is not possible, employees should be informed for individual (single-person) use.
The ventilation conditions of the working areas should be checked. Preferably, natural ventilation should be provided in the working area and ventilation systems that provide 100% fresh air should be used. Preparations should be made to restrict the use of domestic air conditioners and indoor fan-type ventilation units, as they can spread droplets. If heating/cooling is aimed with these air conditioning units, measures should be taken to prevent contamination.
The working area will be arranged in such a way that there is social distance between the employee-employee or passenger-employee.
Social distance (1.5 meters) lines and waiting places for passengers in front of the box office and terminal should be determined.
Disposable medical masks as personal protective equipment should be distributed to employees and their continuity should be ensured.
Face shields should be given to the ticket office personnel who are in direct contact with the passengers and the personnel who check the tickets.
All security personnel should be informed about the use of non-contact temperature measurement devices by the health unit or by the people assigned to them by their methods of use.
In order to maintain social distance in the ship, terminal and service vehicles, full and empty seat signs should be made.
Social distance markings should be made in the working places and tables in such a way that the minimum number of people can be seated and face-to-face contact is prevented.
Entrances to the areas reserved for personnel in terminals and ships, except those working in shifts, should be prevented.
Work in office buildings should be provided in shifts with a minimum of staff and entrances should be prevented, except for the designated employees.

Sequence;
Taking temperature measurements at all entrances to all areas (office, terminal, ship)
Checking the HES (Hayat Eve Sığar) code, which is mandatory for passengers' intercity visits,
Security personnel making vehicle luggage searches with disposable gloves,
Disposing of the used surgical masks and gloves in the gray closed garbage bins with gloves mask marks determined by the Ministry of Health and the Ministry of Environment and Urbanization, During the service use, it will be allowed to carry half of the vehicle capacity.
The interior of the vehicle will be disinfected and naturally ventilated after each use.
Surfaces of common areas such as sinks, toilets, stair rails, faucets, resting areas, dressing rooms, doors, turnstiles will be disinfected. Employees will not use the keyboard, screen, desk phone, mobile phone and desks that are reserved for the person as a common sharing

tool and will be disinfected in these areas.
In cases of coughing and sneezing, the mouth and nose should be covered with a disposable tissue, and in cases where the tissue is not used, the inside of the elbow should be used.
Hands should not touch the face area.
We should wear our mask in a way that covers our mouth and nose.
Our mask can be moistened by our breath, so we should change it every four hours under normal conditions, even if it gets wet, when we think there is a risk of continuous contact or contamination.
Employees who have had a Covid-19 test or who have had it done in their family, employees who feel the symptoms of Covid-19 in themselves should notify the IDO health unit before they come to work.
They will not come to the workplace no matter what, until they are informed by the IDO Health Unit that it is okay for them to go to work.
If an employee is found to have COVID-19, the relevant state authorities will be notified, and the IDO health unit will conduct surveillance and filiation studies at the workplace. If the state authorities request, the information will be shared with them.
Employees in vulnerable risk groups (over 65 years of age, those with chronic illness and pregnant workers) will be provided to work from home, if possible, or work will be provided in an environment and time to be determined by the Health Unit.
Action will be taken in accordance with the notifications of the Ministry of Health regarding the working order and the measures to be taken.
Trainings and meetings to be held at the workplace will be provided electronically.
COVID-19 trainings are published on IDO academy in the form of e-training. It will be checked that the employees have received the training and they will be asked to repeat the training when deemed necessary. In order to remind employees of personal hygiene in office environments, screen savers will be installed on computer screens by the information technologies unit. The disposal of glove and mask garbage will be sent to the medical waste center by keeping it in a sealed bag for 72 hours.
The disinfection of the areas where there is personal contact will be disinfected with a solution of 1/100, and the floor areas will be disinfected with a solution of 1/10 bleach and water.

3- STANDARD INFECTION CONTROL MEASURES THAT EMPLOYERS SHOULD FOLLOW

3.1 hand hygiene

The term hand hygiene includes washing hands with soap and water for at least 20 seconds or rubbing hands using hand sanitizers based on at least 70% alcohol.
Disposable paper towels should be used for drying and should be thrown into trash cans with foot-operated lids. We should not forget that our hands get dirty every time we touch it, even to fix it outside of our mask.

3.2-Situations in which Hand Hygiene should be provided;

After contact with any ground,
Before and after all kinds of eating and drinking activities (including tobacco products),
In cases where gloves are required, hand hygiene should be provided before and after the use of disposable gloves by the security and cleaning personnel.
When removing the glove, first the 1st hand and then the 2nd hand should be removed.
After removing the glove from the 1st hand, while removing the glove from the 2nd hand, the clean hand is passed through the wrist of the other hand and the glove is pushed out.
The main purpose of this process is to dispose of the glove without touching the outer surface of the glove.

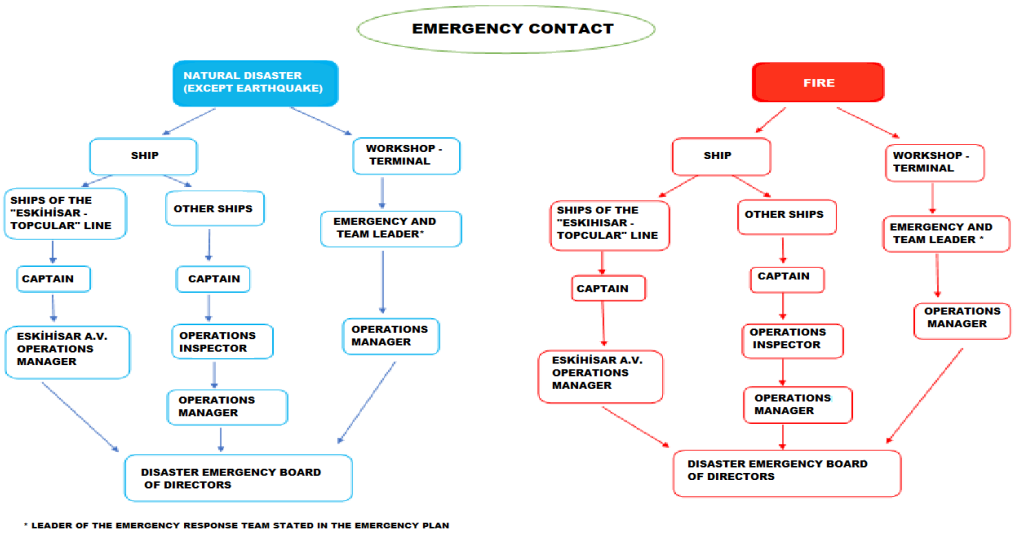
APPENDIX-8 EMERGENCY ASSEMBLY POINTS PLAN

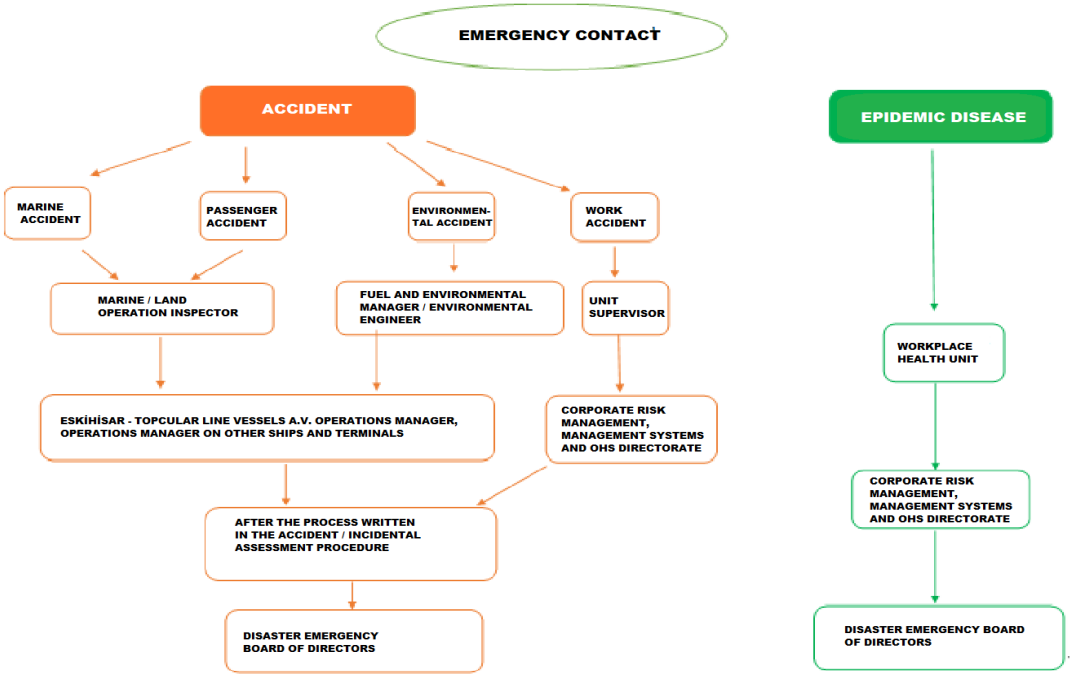
Emergency assembly areas are specified in Annex-1.

APPENDIX-9 EMERGENCY MANAGEMENT DIAGRAM

DEH emergency diagrams in APPENDIX-3 and Emergency Instructions in APPENDIX-7 meet the Emergency Management Scheme.

DEH emergency schemes are as follows;





APPENDIX-10 HAZARDOUS MATERIALS HANDBOOK

Information has been provided in Article 5.
Imdg Code Book and DGHG have been distributed to staff.

APPENDIX-11 LEAKAGE AREAS AND EQUIPMENT, INPUT/EXIT DRAWINGS FOR CTU AND PACKAGES

CTU Code: Code of Practice for Packing Cargo Transport Units

packaging, storage, etc. We have no transactions.
We carry out the transportation of dangerous goods land vehicles between adjacent ports.

APPENDIX-12 INVENTORY OF THE PORT SERVICE SHIPS

The transportation of land vehicles carrying Dangerous Goods is carried out by ships that do not belong to İDO A.S.

APPENDIX-13 MARINE COORDINATES OF THE PORT MINISTRY ADMINISTRATIVE BOUNDARIES, ANCHORING PLACES AND GUIDE CAPTAIN LANDING/EMBORY POINTS

COORDINATES OF THE ADMINISTRATIVE JURISDICTIONS OF PORT AUTHORITIES, PORT BORDERS, MOORING AREA BORDERS & EMBARKATION/DISEMBARKATION LOCATIONS FOR MARITIME PILOT

ISTANBUL PORTS AUTHORITY

A) (Amendment:RG-8/4/2017-30032) Administrative jurisdiction borders of the port

The administrative jurisdiction of Istanbul Port Authority consists of the area between the line drawn from the coordinate (a) to true azimuth of 055º and the line drawn from the coordinate (b) to the true North (360º) and includes the Turkish Territorial Waters and the sea and coastal area to the North of the coordinates (c), (d), (e) and (f) given below.

a) 41º 35´ 00" N – 028º 09´ 00" E (İstanbul-Tekirdağ provincial border)

b) 41º 14´ 00" N – 029º 15´ 30" E (Cape Kelagra)

c) 40º 54´ 05" N – 029º 08´ 56" E (Cape Maltepe)

d) 40º 43´ 30" N – 029º 09´ 24" E

e) 40º 43´ 30" N – 028º 43´ 24" E

f) 40º 58´ 18" N – 028º 43´ 24" E (Cape Kefaldalyan)

B) Mooring Sites

The mooring site within the administrative jurisdiction of Istanbul Port Authority is the naval area delineated by the following coordinates. In these sites, no vessels are allowed to moor within 2.5 cable lengths from the coast.

A) Region A mooring site: Mooring site for the vessels which will berth the coastal facility; It is the marine area delineated by the following coordinates:

1) 41° 00',40 N – 028° 59',15 E
2) 40° 59',39 N – 028° 58',60 E
3) 40° 58',15 N – 028° 56',50 E
4) 41° 00',15 N – 028° 56',50 E

b) Region B mooring site: Mooring site for the vessels leaving the coastal facility to be moored for an extended period of time; It is the marine area delineated by the following coordinates:

1) 41° 00',15 N – 028° 56',50 E
2) 40° 58',15 N – 028° 56',50 E
3) 40° 56',82 N – 028° 53',50 E
4) 40° 58',92 N – 028° 53',50 E

c) Region C mooring site: Mooring site for vessel carrying hazardous materials, nuclear powered military vessels, and to gas free a vessel; It is the marine area delineated by the following coordinates:

1) 40° 58',92 N – 028° 53',50 E
2) 40° 56',82 N – 028° 53',50 E
3) 40° 56',12 N – 028° 51',95 E
4) 40° 55',83 N – 028° 50',00 E
5) 40° 57',48 N – 028° 50',00 E

ç) Küçükçekmece mooring site; It is the marine area delineated by the following coordinates which is used as a quarantine site, when necessary.

1) 40º 58´ 18" N – 028º 43´ 30" E
2) 40º 56´ 57" N – 028º 43´ 30" E

3) 40º 56´ 24" N – 028º 47´ 24" E
4) 40º 58´ 15" N – 028º 47´ 24" E
d) Region D mooring site: Mooring site to the North of Bosporus for vessel carrying hazardous materials, nuclear powered military vessels, and to gas free a vessel; It is the marine area delineated by the following coordinates:
1) 41° 15',40 N – 028° 57',45 E
2) 41° 17',50 N – 028° 57',45 E
3) 41° 17',50 N – 029° 00',00 E
4) 41° 14',90 N – 029° 00',00 E

e) Region E mooring site: Mooring site to the North of Bosporus for vessel carrying hazardous materials; It is the marine area delineated by the following coordinates: This region can be used for provisioning and bunkering in emergencies based on the permits of the Port Authority, Turkish Straits Vessel Traffic Services Center and other agencies/authorities.
1) 41° 14',90 N – 029° 00',00 E
2) 41° 17',50 N – 029° 00',00 E
3) 41° 17',50 N – 029° 02',37 E
4) 41° 15',90 N – 029° 05',00 E
5) 41° 15',00 N – 029° 05',00 E

f) **(Appendix:RG-6/8/2013-28730) (Amendment:RG-20/10/2015-29508)** Waiting/mooring site no. 7 for fuel and water barges: Within the Regions A and B mooring sites delineated with the following coordinates, marine area no. 7 is reserved for fuel and water barges as a mooring and waiting site.
1) 40º 59´ 13" N – 028º 55´ 27" E
2) 40º 59´ 02" N – 028º 55´ 27" E
3) 40º 59´ 25" N – 028º 57´ 29" E
4) 40º 59´ 43" N – 028º 57´ 29" E
5) 40º 59´ 33" N – 028º 57´ 12" E

Embarkation/Disembarkation Locations for Maritime Pilot
(1) For any vessel to pass through the Strait of Istanbul;
a) At the Black Sea end;
Embarkation coordinates for maritime pilot are 41º 15',15 N – 029º 07',94 E. Depending on weather conditions and sea state, embarkation is performed between these coordinates and the Cape Hamsi Port Lighthouse and in the Southbound traffic lane, from the starboard.
Disembarkation coordinates for maritime pilot are 41º 14',48 N – 029º 09',52 E. Depending on weather conditions and sea state, disembarkation is performed between these coordinates and the Cape Hamsi Port Lighthouse and in the Northbound traffic lane, from the starboard.
b) At the Marmara Sea end;
Embarkation coordinates for maritime pilot are 40º 55',28 N – 028º 58',75 E. Depending on weather conditions and sea state, embarkation is performed between these coordinates and the Cape Fenerbahçe Lighthouse and in the Northbound traffic lane, from the starboard.
Disembarkation coordinates for maritime pilot are 40º 56',52 N – 028º 54',70 E. Depending on weather conditions and sea state, disembarkation is performed between these coordinates and the Cape Fenerbahçe Lighthouse and in the Southbound traffic lane, from the starboard.

(2) Vessels with the destination of Haydarpaşa Port;
a) If approaching from the Black Sea, vessels disembark the maritime pilot specialized in the Strait of Istanbul and embark a maritime pilot specialized in the Port en route with a speed allowing for approaching maneuver; if approaching from the Marmara Sea, vessels embark the maritime pilot specialized in the Port at the same coordinates as the vessels passing through the Strait of Istanbul. If approaching to a location outside of the boundaries of the Strait of Istanbul from outside of the jurisdiction of the port, vessels embark a maritime pilot en route with a speed allowing for approaching maneuver.
b) If a vessel with the destination of Haydarpaşa Port is moored, then, it embarks the maritime pilot at the mooring site.

APPENDIX-14 EMERGENCY RESPONSE EQUIPMENT AGAINST MARINE POLLUTION IN THE PORT FACILITY

There are absorbent absorption materials and fuel barriers always ready against possible spills and leaks.

Maltepe Terminal:
- 200 m fuel barrier with 1 electric motor drum,
- 7 pcs of oil spiil kit sets (in each set; 1 pcs of oil gator powder, 2 packs of cotton pads, 1 pcs of sausage barrier)
- In addition, the equipment in the attached list is available in the container ready for use by the Emergency Response company.

In our Maltepe Terminal;

1 piece rotfire,

There are 7 fire cabinets in total;

Vehicle Exit Zone
Adalar Municipality Office Front
Next to the Training Room
Finger Pier
Kayraport Field
Icdas Field
In-Terminal Building

30 fire extinguishers in total;

DryChemical Powder	6kg	7
	12kg	5
Carbon dioxide	5kg	
Foam	50kg	13

APPENDIX-15 PERSONAL PROTECTIVE EQUIPMENT (PPE) USAGE EQUIPMENT, LIST OF FIRST AID MATERIALS IN THE TERMINAL

There are no handling, storage and packaging activities in our facility. The PPE used in our facility regarding this is as follows.

Some types of PPE used in the facility;
ANSELL
Alphatec 58-530 Chemical Gloves
Hyflex 11-926 General purpose glove

3M
2890S Chemical Glasses
6500QL Half Face Mask
6098 Half Face Mask Filters
4570 Chemical Disposable Coverall

Except for the above, helmet, work safety shoes and reflective vests are distributed.

***First Aid supplies are kept in the office of the terminal chief at the facility.**
2 LARGE WRAPPING CLOTHES
1 BOX OF HYDROPHIL WRAPPING CLOTH
3 TRIANGLE WRAPPING CLOTH
1 ANTISEPTIC SOLUTION
1 PIECE FLASTER
10 PCS SAFETY NEEDLES
SCISSORS
1 PCS ELASTIC (ESMARK) bandage
1 PIECE TURNSTILE
10 PCS WOUND TAPE
1 PIECE ALUMINUM BURN COVER
2 PAIRS OF MEDICAL GLOVES
1 PIECE FLASHLIGHT
1 PIECE BATICON
1 PACK COTTON
1 PIECE whistle
FIRST AID MANUAL
NOTEBOOK
1 PIECE PEN
TWEEZERS

APPENDIX-16 NOTIFICATION FORM (FR.014)

ido	BİLDİRİM FORMU	FR.014 /06

Bildiren Personelin | **Tarih :**

Adı Soyadı :

Unvanı :

Sicil No :

Bildirim Tipi:

☐ Uygunsuzluk Bildirimi ☐ Tehlikeli Davranış/Durum ve Ramak Kala Bildirimi

☐ Kaza Bildirimi ☐ Öneri

Kaza Bildirimi ise, kazanın tipi:

☐ Deniz Kazası ☐ İş Kazası ☐ Çevre Kazası ☐ Yolcu Kazası ☐ Şirket Aracı Kazası

**Kaza Bildirimlerini "İDO Kaza Mail Grubu"na (ikmg@ido.com.tr),*
Öneri bildirimlerini İnsan Kaynakları Birimi'ne (insankaynaklaribirim@ido.com.tr),
Diğer bildirimleri Yönetim Sistemleri'ne (yonetimsistemleri@ido.com.tr) iletiniz.

İlgili Yönetim Sistemi:

☐ ISM Emniyetli Yönetim Sistemi ☐ Kalite Yönetim Sistemi

☐ Müşteri Şikayetleri Yönetim Sistemi ☐ İş Sağlığı ve Güvenliği Yönetim Sistemi

☐ Bilgi Güvenliği Yönetim Sistemi ☐ Çevre Yönetim Sistemi

İş Kazası bildirimlerinde, formun imzalı çıktısını "İDO Kaza Mail Grubu"na (ikmg@ido.com.tr) iletiniz.

İş Kazası Bildirimi ise;

Kaza Yeri:		**Kaza Tarihi/Saati:**
Kaza Geçiren Personel Adı Soyadı:		**Görevi:**
Sicil No:		**Mesainin Başlama Saati:**
İntikal Ettirilen Sağlık Birimi:		

İSİM VE İMZA	İSİM VE İMZA	İSİM VE İMZA	İSİM VE İMZA
(Kaza geçiren personel)	(Şahit)	(Şahit)	(Olay Yeri Sorumlusu)

Bildirimin Tanımı :
(Tespit edilen yer, Mevcut Durum/Olayın meydana geliş şeklini tanımlayınız. Fotoğraf vb. tanımlayıcı dokümanları eke ilave ediniz.)

İyileştirme Teklifi :
(Varsa olayın tekrarlanmaması için önerileriniz)

Öneri ise;

Önerinizin Şirkete Sağlayacağı Faydalar :

☐ Maliyetlerin Azaltılması ☐ Süreç İyileştirme/Geliştirme

☐ Verimlilik ☐ Zaman Tasarrufu

☐ İş Sağlığı ve Güvenliği ☐ Araç-Gereç Tasarrufu

☐ Müşteri Memnuniyeti ☐ Çalışan Memnuniyeti

☐ Diğer:

APPENDIX-17 REPORT FORM FOR THE CONTROL RESULTS OF CARGO TRANSPORT UNITS (CTUs) USED FOR HAZARDOUUS MATERIALS

CTU Code: Code of Practice for Packing Cargo Transport Units
Packaging, storage, etc. We have no transactions

APPENDIX-18 MISSION OF HAZARDOUS MATERIAL OPERATION SUPERVISOR, JOB DESCRIPTION

1. The following qualities are sought in the Hazardous Material Operations Supervisor.

- Must be authorized, in writing, to process hazardous materials in terms of ceasing/initiating vessel operations and to instruct the port workers/contractors, etc.

2. Hazmat Operation Supervisor reviews the documents of hazardous materials to be carried at the acceptance facility before they arrive at the port facility, and

- Identifies the name of the Hazardous Material(s),
- Reviews the procedures concerning Hazardous Material transit, loading/unloading,
- Identifies the safety measures to be taken, having reviewed the risks attached to the hazardous material,
- Determines the protective equipment for the personnel that will allow the passage of dangerous goods vehicles.
- It organizes a coordination meeting with the persons who will ensure the passage of dangerous goods vehicles and informs them.

3. Helps enforce the "Accident Prevention Policy" in order to prevent any accidents in transit hazardous goods, to ensure material, immaterial and environmental safety, and to minimize the impact of any possible accident on human health and environment.

4. Arrests the handling operation if he/she identifies an inconformity in the Hazardous Material handling and ensure that such inconformity is eliminated,

5. Performs routine assessments of fire, security and safety measures taken in the facility and ensures that any shortcoming is remedied.

6. Ensures that the coastal facility personnel and any seamen wear protective equipment during hazardous material transit.

7. It ensures that people who will fight fires in the dangerous goods transition area are equipped with firefighter equipment and that fire extinguishers, first aid units and equipment are always ready for use.

8. Knows the details about the emergency evacuation plan for the evacuation of ships and vessels from the coastal facility and coordinates this operation.

9. Checks if all the documents and information which must be submitted with the dangerous goods are made available. Rejects the entrance of the goods to the port facility if he/she detects any missing information.

10. Performs necessary document checks in order to verify that the incoming hazardous goods are properly described, classified, certified, packaged, labeled, declared, and loaded and transported in a safe manner.

11. Keeps an updated list of all the hazardous goods available at the facility.

12. Ensures that necessary measures are taken for hazardous materials handled improperly or in an unsafe manner, or posing risk to the people or the environment.

13. Ensures that there are emergency measures in place and that all the relevant offices are informed about these measures.

14. Reports any hazmat accidents to the Port Authority.

15. Provides necessary support and cooperation during any inspection of authorities.

16. Ensures that any ship or vessel with hazmat cargo will not approach the pier and docks of the facility without prior consent of the Port Authority.

17. In case of a hazardous material accident, initiates the necessary response with regards to the EmS and Emergency Response Plan.

18. It keeps the IMDG CODE and other documents ready for use at any time regarding the cargoes in transit at the port facilities.

19. It ensures the implementation of the procedure regarding hot work and processes, taking into account the procedure prepared for the hot work to be done at the facility during the passage of dangerous goods at the port facility.

APPENDIX-19 ACCIDENT PREVENTION POLICY

IDO ISTANBUL FAST FERRIES CO. INC. As the (IDO) management, we provide all the resources to take all kinds of measures to prevent an accident, if it does happen, to cause the least damage to our employees, passengers and stakeholders.
IDO's primary goal is to protect the health of our employees, all stakeholders who may be affected by our activities, and the environment.

In line with this goal, we, as İDO, aim to prevent accidents and reduce their effects;

• To establish an understanding in accordance with the principle of “take precautions without taking precautions” by identifying the hazards of our activities and making risk assessments of these hazards,

• We will try to minimize the accidents and the negative effects of the accidents by taking corrective actions to prevent the occurrence of the identified risks,

• We will be ready for emergencies by determining the emergencies that can be detected in advance through risk assessment, preparing emergency plans for these emergencies and reviewing them through regular inspections and exercises,

• By ensuring the continuity of our trainings, we share the safety culture with all our employees.
we will create,

• We will ensure compliance by following the national legislation regarding our processes and the regulations of the organizations we are a member of,

• The accident prevention system we have established will be continuously reviewed by internal and external parties,

we declare. Our Accident Prevention Policy, which is in addition to our Company's Integrated Management Policy, will be an indicator of our will to continuously improve our principle of not harming and/or reducing the effects of harm, which is our goal for our employees, stakeholders and the environment.

APPENDIX-20 PROCEDURE CONCERNING HOT WORKING PROCESSES

1. PURPOSE

The purpose of this procedure on hot work performed in the hazardous material zones designated in the facility and on board is to define the measures to be taken in case of any emergency welding or similar hot work need which may arise on board or at the pier.

2. REGULATION

a) Article 22 of the Ports Regulation suggest that "Ships and marine vessels situated at port sites may not be involved in repairs, scraping and painting, welding and other hot works, lifeboat and/or regular boat release or other repair works unless due permit has been obtained from the port authority. Ships and marine vessels to undertake such works must secure coordination with the coastal facility establishment
if they are at such a facility." This provision defines the procedures governing hot work.

b) Annex-10 of the Restriction of Hazardous Substances (RoHS) Directive specifies minimum safety requirements for carrying out hot work.

c) Annex 4, Minimum Safety Requirements for Carrying Out Hot Work, of Revised Recommendations on the Safe Transport of Dangerous Cargoes and related. Activities in Port Areas", MSC.1/Circ. 1216, specifies the considerations.

3. PROCEDURES CONCERNING CARRYING OUT HOT WORK IN PORT FACILITY

a) The port operator should ensure that they are in possession of a permit to proceed issued by the port authority before any repair or maintenance work involving hot work, or any other such work which may lead to a hazard because of the presence of dangerous cargoes, is carried out. Permission will be obtained from the Port Authority by the Facility Manager for the work to be carried out in the transition areas of Dangerous Goods.

b) A prior notice to be served for the estimated duration of hot work or the lack of equipment as a result of the need for permission shall allow all emergency response authorities, such as fire department, to make a satisfactory announcement to express their objection and recommend additional measures. Nevertheless, OHS, Security and Emergency Response Teams shall be notified previous to such hot work planned in our facility.

c) Any persons involved in hot work shall take the measures listed below with the operation/shift leader before starting work.

- The examination, and frequency of re-examination of local areas and adjacent areas, including tests, carried out by accredited testing establishments, to ensure the areas are free, and continue to be free, of flammable and/or explosive atmospheres and, where appropriate, are not deficient in oxygen.
- The removal of dangerous cargoes and other flammable substances and objects away from the working and adjacent areas. Such substances include scale, sludge, sediment and other possible flammable material;

- Efficient protection of flammable structural members of the areas where hot work is performed, e.g. beams, wooden walls, floors, doors, wall and ceiling coverings against accidental ignition.
- The sealing of open pipes, pipe lead-throughs, valves, joints, gaps and open parts to prevent the transfer of flames, sparks and hot particles from the working areas to adjacent or other areas.

d) A copy of the hot work authorization and safety measures should be posted adjacent to the work area as well as at each entrance to the work area. The authorization and safety measures should be readily visible to, and clearly understood by, all persons engaged in the hot work. OHS Dept. ensures the work in question is performed in accordance with the procedure.

e) When performing hot work in the port facility, OHS Dept. and Operation/Shit Leader must take the following in consideration.

- Checks are carried out to ensure that conditions have not changed,
- At least one suitable fire extinguisher, or other suitable fire-extinguishing equipment is readily available for immediate use at the location of the hot work.

f) After completion of such work, an effective fire-watch should be maintained in the area of the hot work as well as adjacent areas by OHS Dept. and Operation/Shit Leader.

4. PROCEDURES CONCERNING CARRYING OUT HOT WORK IN PORT FACILITY

a) Before starting any hot work, on board a vessel or at the port, the responsible person of the company to carry out the hot work shall be in possession of a written authorization to carry out such hot work issued by the port authority.

b) In addition to the safety precautions required be the port authority, before starting any hot work, the responsible person of the company to carry out the hot work together with the responsible person(s) of the vessel and/or port, should add any additional safety precautions required by the vessel and/or port. The responsible person of the port is informed about the measures taken.

c) These should include:

- The examination, and frequency of re-examination of local areas and adjacent areas, including tests, carried out by accredited testing establishments, to ensure the areas are free, and continue to be free, of flammable and/or explosive atmospheres and, where appropriate, are not deficient in oxygen.
- The removal of dangerous cargoes and other flammable substances and objects away from the working and adjacent areas.
- Efficient protection of flammable structural members, e.g. beams, wooden walls, floors, doors, wall and ceiling coverings against accidental ignition.
- The sealing of open pipes, pipe lead-throughs, valves, joints, gaps and open parts to prevent the transfer of flames, sparks and hot particles from the working areas to adjacent or other areas

- A copy of the hot work authorization and safety measures should be posted adjacent to the work area as well as at each entrance to the work area. The authorization and safety measures should be readily visible to, and clearly understood by, all persons engaged in the hot work.
- While carrying out hot work it is essential that:

- checks are carried out to ensure that conditions have not changed; and
- at least one suitable fire extinguisher, or other suitable fire-extinguishing equipment is readily available for immediate use at the location of the hot work.
- During hot work, on completion and for a sufficient time after completion of such work, an effective fire-watch should be maintained using a fire alarm system in the area of the hot work as well as adjacent areas where a hazard resulting from the transfer of heat may be created.

- During hot work, on completion and for a sufficient time after completion of such work, an effective fire-watch should be maintained in the area of the hot work as well as adjacent areas where a hazard resulting from the transfer of heat may be created.

5. OTHER CONSIDERATIONS

a) Normally, no permit is granted for the hot works to be performed aboard vessel. However, in necessary cases, after acquiring permits in line with legal legislations, it will be performed under the control of port facility.

b) In case of a permitted hot work aboard vessel, any requirements of the Safety Requirements Concerning Hot Work on Ship must be met.

c) Before starting any hot work on our port facility, the responsible person or the company to carry out the hot work shall be in possession of a written authorization to carry out such hot work issued by the port authority. Such permit shall specify the place where hot work and procedures will be performed and related details.

"Hot Work Procedure" shall be submitted to the hot work personnel after the permit is granted by the Ports Authority and a briefing will be held on the safety procedures and the personnel shall be asked to fill out the form available in the Appendix. Operation/Shift leader and OHS Representatives shall monitor and inspect the hot work process.

ANNEX-21 SHIP EMERGENCY RESPONSE PROCEDURE (PR.022)

1. PURPOSE
It is the determination of the activities that will provide the most effective and appropriate response of the ship's personnel against the events that may occur on the ship that require emergency response.

2. SCOPE
It covers the activities to be implemented by the personnel against all possible emergencies on the ship.

3. RESPONSIBLE
Operations Assistant General Manager is responsible for the execution of this procedure in its entirety.
The authority to make changes in this procedure belongs to the General Manager. Recommendations for changes to be made are submitted to the General Manager's approval through the Operations Assistant General Manager.
The authority to abolish this procedure wholly or partially belongs to the General Manager.
The personnel of the Operations Directorate (Sea Land) and Eskihisar AV Operations Directorate are responsible for the implementation of this procedure.

4. DEFINITIONS
IDO: İDO İstanbul Sea Buses Industry and Trade. Inc.,
VTS: Ship Traffic Services,
MES: Ship Evacuation System,
Accident: Damages, passenger and personnel injuries and cargo damage that occur on ships operated within the organization are called accidents.
VHF: Radio,
Accidents are divided into three groups.
A. Marine Accident
In connection with the operations and activities of a ship, and;
- ✓ Death or injury of a person,
- ✓ Disappearance of a person while on the ship,
- ✓ The sinking, loss, loss or abandonment of the ship,
- ✓ Material damage to the ship,
- ✓ Ship's inability to maneuver,
- ✓ Grounding of the ship,
- ✓ The ship collides with a coastal or offshore structure or another ship or collides with another ship,

The occurrence of serious environmental pollution caused by the damage to the ship or ships, or the occurrence of an event or series of events resulting in the emergence of the possibility of serious environmental pollution,
It will be considered as maritime accidents.

B. Passenger Injuries and Cargo Damages
Injuries to passengers and damage to their cargo (vehicle, personal belongings, etc.) without a ship accident will be considered cargo accidents.

C. Work Accidents
Incidents that cause injury, disability or death to the personnel working on the ship as described in the “Accident/Incident Management Procedure” (PR.056 // ANNEX -24) will be considered as work accidents and will be examined and concluded within this framework.

5. APPLICATION
The only authorized and responsible Captain is the ship in case of emergency. Captain; In possible emergencies such as accident, health, technical, malfunction, safety and environmental pollution, it primarily informs the Inspectorate/Eskihisar Marine Operations Officer, to which it is affiliated, by making use of the "Emergency Ship Land Communication List" (FR.266 // ANNEX-3). While responding to the emergency, the Captain is in constant communication with the Inspectorate/Eskihisar Marine Operations Officer regarding the course of the response.
“Emergency Ship Land Communications List” (FR.266 // ANNEX -3) is checked every two months by an ISM Senior Specialist, and personnel names and contact information are updated in case of need.
Procurement of goods and services covering the urgent needs that may arise in emergencies on ships is carried out according to the “Work Advance Procedure” (PR.072 // is accessible in our QDMS System).
The emergency situations that may be encountered on the ships and the way of intervention of the personnel are given below.

5.1. Fire Response Methods
5.1.1. Response methods in case of fire in the port
These are the fires that may break out in and around the terminal and the terminal where the ships are connected, and the fires that will threaten the ships, and the fires that occur in the ships that are tied in the port. The response procedures in each case are outlined below.

5.1.2. Response methods in case of fire in Bostancı port
Action is taken in accordance with the "Commander-on-Duty-Chief Engineer/Chief Machinist Instruction" (TL.005 // is accessible in our QDMS System).

5.1.3. Response methods since an external fire broke out in any port other than Bostancı
a) Ships mooring outside of Bostancı act according to the methods of responding to fires on the way in case of any fire. The captain notifies the relevant Operations Inspector and Operations Manager (Deniz Kara) for the organization related to the assistance.
b) If necessary, the captain takes his ship out of the port and removes the ship from the threat of fire.
c) In the event of a fire incident while the ships are at the shipyard, the personnel shall inform the relevant Operations Inspector, the relevant Directorate and the shipyard authorities. In the meantime, first interventions are made with portable extinguishers and pressurized water provided by the shipyard.

5.2. Response Methods When a Fire Occurs on the Cruise
- The personnel who first saw the fire or received the fire report from the passengers inform the bridge by going personally or by phone or by pressing the fire alarm button.
- The first personnel to see the fire intervene by using the closest extinguishers.

• The Captain, Chief Engineer/Chief Machinist, if any, or the 2nd Captain, who receives the fire information, sends any Ship's Personnel or Yağcı to the fire scene and receives detailed information.

- All details of the fire and its instantaneous change are reported to the Captain by the personnel who arrive at the scene of the incident.
- The captain informs the relevant Operations Inspector/Eskihisar Marine Operations Officer.
- The captain makes/makes announcements stating what passengers should do during a fire without being alarmed.
- If the fire has not been extinguished with the first response, the Captain gives instructions for the personnel to move to the duty places specified in the relay chart, in line with the reports from the scene. It is tried to extinguish the fire by using the existing fire extinguishing systems and equipment on the ship.
- If the fire broke out in the garage, the vehicles are tried to be shifted from the fire area to other empty areas. In addition to foam or pressurized water, the sprinkler system, if any, is activated at advanced stages and intervened.
- If the fire is in the engine room and is in such dimensions that it cannot be extinguished with water or portable extinguishers, the Captain gives the instruction to commission the fixed fire extinguishing system according to the results of the evaluation to be made with the Chief Engineer/Chief machinist.
- If the fire has occurred in the living area, first of all, it is intervened with portable extinguishers and water.
- If the fire is likely to reach dimensions that threaten the life safety of the passengers, the passengers are transferred to safe areas by the assigned personnel.
- If the captain deems it necessary, he takes measures such as stopping the ship or determining a route according to the wind in order to reduce the smoke density.
- If the fire could not be brought under control despite all the interventions, the Captain may decide to abandon the ship. In this case, the abandonment procedures specified in Article 5.15 are applied.
- Even if the fire is extinguished, the scene is kept under the control of the guard.
- The captain evaluates the fire incident and fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the IDO Accident Mail Group with the image of the incident scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the ship log.

5.3. Response Method in Case of a Vehicle Falling into the Sea from a Ship or Pier

- Personnel who see or hear the falling vehicle or if the incident is reported to them by the passenger immediately notifies the bridge and throws the nearest life buoys towards the victims.
- If the captain is on the pier, there is no other emergency and if the propellers are running, he will stop them immediately.
- While cruising, the captain controls the current traffic density and makes the necessary maneuvers by taking into account the weather conditions and the characteristics of the ship.
- The captain informs the other ships in the vicinity, the VTS, the Marine Police via the relevant VHF channel, and the Coast Guard instead of the Marine Police if it is outside the port borders.
- The Master primarily informs the relevant Operations Inspector/Eskihisar Marine Operations Officer according to the Ship-Land Emergency Communication List (FR.266 // ANNEX -3). If necessary, immediately request a diver.
- The captain makes/makes announcements to inform the passengers about the situation.

- The captain instructs all personnel to move to the duty places indicated on the role cards.
- The captain has the rescue boat, if any, and the crosses prepared from the appropriate side, according to the conditions.
- During the search and rescue operation, the (O) flag is hoisted during the daytime, and the ships in the vicinity are warned with a projector and whistle at night.
- If the captain finds the casualty as a result of the search process, he adjusts the position of the ship to be under the wind, taking into account the weather and traffic conditions, and the casualty is taken aboard.
- The captain reviews the condition of the survivor on board. If there are health personnel among the passengers, first aid is given with their help.
- If the casualty is not found, a call is made to the nearest GTH/TÜRK RADYO station and the situation and all the work done are reported.
- The captain evaluates the event of a vehicle falling into the sea and fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the İDO Accident Mail Group with the image of the scene of the incident. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.4. Response Method in Case of Man Overboard

- Personnel who first sees or hears the person who has fallen, or who are notified by the passenger, throw the nearest life buoy towards the casualty and immediately report to the bridge.
- If the captain is on the pier, there is no other emergency and if the propellers are running, he will stop them immediately.
- If there is a captain, it activates the MOB "Man-Overboard" mode from GPS.
- The captain starts the necessary maneuver by controlling the current traffic density, taking into account the weather conditions and the characteristics of the ship.
- The captain informs the other ships in the vicinity, VTS, Marine Police via the relevant VHF channel, and informs the Coast Guard instead of the Marine Police if it is outside the port borders. Search and rescue boats should move to the scene by calling Harem Evacuation VHF 16 or by phone 151 without delay in the Bosphorus C1 region.
- The captain primarily informs the relevant Operations Inspector/Eskihisar Marine Operations Officer according to the "Emergency Ship Land Communications List" (FR.266 // ANNEX -3).
- The captain makes/makes announcements to inform the passengers about the situation.
- The captain instructs all personnel to move to the duty places indicated on the role cards.
- The captain has the evacuation ladders, rescue boat and crosses prepared from the appropriate side according to the conditions.
- During the search and rescue operation, the (O) flag is hoisted during the daytime, and the ships in the vicinity are warned with a projector and whistle at night.
- If the captain finds the casualty as a result of the search process, he adjusts the position of the ship to be under the wind, taking into account the weather and traffic conditions, and the casualty is taken aboard.
- The captain reviews the condition of the survivor on board. If there are health personnel among the passengers, first aid is given with their help.
- If the casualty is not found, a call is made to the nearest GTH/TÜRK RADYO station and

the situation and all the work done are reported.
- The captain evaluates the man overboard incident and fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the İDO Accident Mail Group with the image of the scene of the incident. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.5. Response Method in case of Injury, Illness and Death on Board
- Personnel who receive or see the news of any injury or death on board immediately inform the Captain about the situation.
- The captain makes or makes an announcement to determine whether there is a health worker among the passengers.
- The Captain contacts the On-Site Physician or Tele-Health Center from the "Emergency Ship Land Communications List" (FR.266 // ANNEX -3) and intervenes in the patient in line with the recommendations received.
- The captain, after determining the patient's condition and evaluating the situation after the first intervention, returns to the port of destination or the nearest port and requests an ambulance. In case of death, it informs the relevant Operations Inspector/Eskihisar Marine Operations Officer.
- The captain informs the operation and related terminals about the situation and the measures he has taken, and ensures the formation of the land leg of the aid organization. Makes/makes announcements about route changes, possible delays that will affect passengers.
- The captain notes the following information to the ambulance, if possible:
  a) Age and gender of the patient,
  b) Description of the discomfort,
  c) The patient's current blood pressure and pulse information,
  d) Estimated time of arrival at the pier,
- The captain applies the above-mentioned activities in cases of injury and death related to personnel. Fills out the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to İDO Accident Mail Group with the image of the crime scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook

5.6. Rudder and Waterjet Control Failure Response Method

5.6.1. Intervention methods on propeller ships
- In case of any malfunction in the steering gear on the bridge, a backup system is available.
- This backup system is only commissioned by the Captain in case of electrical failures in the main system and in case of oil pumps not working, according to the “Emergency Operating Instructions for Helm Over the Bridge” (TL.007 // is accessible in our QDMS System).
- The captain primarily informs the relevant Operations Inspector and Eskihisar Marine Operations Officer according to the "Ship-Land Emergency Communication List" (FR.266 // ANNEX -3).

- If it does not work in the backup system, the rudder is commanded by the Chief Engineer/Chief Machinist, according to the “Emergency Operating Instruction for Rudder from the Steering Room” (TL.008 // is accessible in our QDMS System) with the instruction of the Captain.
- Olier, communicates with the instruction of the Chief Engineer / Chief machinist, the Sailor waits for the Captain's instruction at the bow.
- If the fault occurs in the mechanical or hydraulic system, the Chief Engineer/Chief Machinist acts according to the steering gear manual and tries to eliminate the fault.
- If the fault cannot be fixed, it is reported to the operator by the Captain according to the "Ship Failure Maintenance and Repair Procedure" (It is accessible in our PR.083 // QDMS System).

5.6.2. Intervention methods on water jet ships

- A backup control facility is provided to be used when a malfunction occurs in the system controlling the Water Jets.
- Controls are designed with a remote control system where each jet is completely separate so that a single failure affects only one jet.
- If a malfunction is found in one of the jet units, it gives a control failure alarm. By the Chief Engineer, the defective jet speed is reduced to the idle speed and put into a safe mode, thus minimizing the effect of the defective jet on the boat.
- The captain primarily informs the relevant Operations Inspector/Eskihisar Marine Operations Officer according to the "Emergency Ship Land Communications List" (FR.266 // ANNEX -3).
- In the event of a malfunction in the main control system of any of the jet units, the backup system is activated by the Captain according to the “Instruction for Use of the Water Jets Backup Control System” (TL.009 // is accessible in our QDMS System).
- If the backup control system is not activated and the cause of the failure is a mechanical or hydraulic problem, the machine of the faulty party is stopped by the Captain and the clucth (grip) is disabled and the water jet system is disabled.
- Mechanical or hydraulic failure is controlled by the Chief Engineer.
- If the fault is resolved, the Chief Engineer informs the Captain and the water jet is reactivated. In the event of a total control failure, the machines are brought to idle speed and the steering nozzle (water jet) is neutralized by the Captain. If there is an alarm indicating a control failure after switching to the backup control system, the machines are stopped by the Chief Engineer upon the Captain's instruction.
- The cause of the malfunction is investigated by the Chief Engineer according to the water jet operating instructions.
- If the fault cannot be rectified, it is reported by the Captain to the relevant Operations Inspector/Eskihisar Marine Operations Officer in accordance with the "Ship Failure Maintenance and Repair Procedure" (PR.083 // is accessible in our QDMS System).

5.6.3. Intervention methods in case of using a water jet back-up control system

- A backup control facility is provided to be used in the event of a malfunction in the daily control system controlling the Water Jets.
- First of all, when the control failure alarm is given, the defective jet speed is reduced to idle speed and put into safe mode.
- By pressing the (back-up on/off) button on the backup control panel, the backup control system is activated.
- It is understood that the control has passed to the backup control panel (back-up on/off)

when the light on the button turns on.

- The button on the spare control panel (sep rpm on/off) is pressed.
- The desired speed is fixed with the (rpm-/rpm+) buttons on the spare control panel.
- The steering nozzle and reversing bucket are moved with the joystick on the spare control panel.
- After the fault in the main control system is eliminated (back-up on/off), all controls are transferred to the main control system by pressing the button.

5.7. Bridge Intervention Method in Impairment Machinery Failures

- As a result of the Chief Engineer/Chief machinist warning about the machine failure, the Captain;
  a) In the daytime, it makes the sailor take out his maneuverable globes, and in the night, it turns on the lights that are incapable of maneuvering.
  b) Steering is handled if on autopilot.
  c) It warns the ships in the vicinity by using the radio according to the traffic situation.
  d) Activates if the radar is off.
- The captain receives information from the Chief Engineer/Chief Machinist about whether the fault can be rectified with the available means and how long it will take.
- Continuous position control is carried out with radar.
- As a result of the information received from the Chief Engineer/Chief Machinist, the Captain evaluates the excessive sags that may occur in the navigational safety or the voyage program and informs the relevant Operations Inspector/Eskihisar Marine Operations Officer.
- If it will take longer to fix the fault and if the situation is suitable, it will make or have it made an information announcement to the passenger without delay.
- If the fault cannot be resolved, the captain will anchor if possible, taking into account the weather, sea, traffic and position.
- The captain informs the relevant terminals about delays or arrival times.
- After the captain's news of the elimination of the malfunction;
  a) Performs position control, takes the ship on the route, taking into account the sea, traffic and position conditions.
  b) If it is daytime, it removes the incapable spheres, and at night, it turns off the lights that are incapable of maneuvering.
- The captain notifies the relevant Operations Inspector/Maritime Operations Officer that he/she has returned to normal navigating after the ship is safely on its route.
- If there is a delay in the voyage schedule, the captain informs the destination terminal about the delay time.
- If there is a delay in the program due to a malfunction, the captain fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the IDO Accident Mail Group with the image of the incident scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.8. Emergency Battery Paralleling Method in Reis Type Sea Buses

- In case of emergency, the emergency battery cocking lever located at the top left of the starboard or port machine start panel is brought to the “on” position.
- The emergency batteries located in the upper left of the starboard or port machine start panel belonging to the intact battery group are brought to the “on” position.
- After making sure that the battery paralleling arms on the start panel of both starboard

and port engine rooms are in the “on” position, the machine is paralleled.
- The levers should be kept in the “on” position until the related machine battery supply failure is eliminated.
- The paralleling arms of the two machines on the starboard or port, whose defect is fixed, are put in the “off” position.
- Events are recorded in the logbook.

5.9. Conflict Instant Response Method
- Operating machines, if any, are stopped by the captain's instruction.
- According to the "Regulations for Preventing Collisions at Sea", the captain has the standard, lights and globes suitable for the current situation of the ship prepared.
- The captain immediately informs the relevant Operations Inspector/Eskihisar Marine Operations Officer by having a suitable personnel determine the general health status, missing person and damage status of the ship as soon as possible.
- All watertight covers and doors and all bilges are checked. A staff member is assigned to ensure that open doors and hoods are closed.
- The captain is responsible for taking all measures to prevent or minimize the leakage of water.
- The Chief Engineer/Chief Machinist discharges the water with the bilge pumps in case of water intake.
- If there is anyone injured on board, action is taken in accordance with article 5.5.
- The captain makes contact with the crashed ship. Attempts to retrieve information such as name, callsign, port of port.
- If necessary, it helps to ensure the safety of the passengers and personnel of the other ship, without endangering his own ship.
- The captain is the sole authority to evaluate seaworthiness and decide to proceed.
- Preparations are made against the possibility of oil-fuel leakage. If there is a leak, action is taken in accordance with clause 5.10.
- If the damage is significant enough to require evacuation, the Captain's decision to abandon ship is made in accordance with Article 5.15.
- The captain fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the İDO accident Mail Group with the image of the crime scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed notification form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.10. Pollution Prevention
- The first personnel to see the oil-fuel leak immediately notifies the Chief Engineer/Chief machinist.
- The Chief Engineer/Chief machinist immediately stops the current oil-fuel operation and examines the situation.
- The Chief Engineer/Chief machinist reports the situation to the Captain immediately.
- The Chief Engineer/Chief machinist investigates the cause of the leak and takes the necessary precautions.
- The captain informs the relevant Operations Inspector/Eskihisar Marine Operations Officer.

- Under the supervision of the Chief Engineer/Chief machinist, the relevant personnel specified in the relay charts take the necessary measures to prevent the leakage from getting out of the ship. In Sirkeci, Yenikapı, Bostancı, Pendik, Eskihisar regions where fuel barriers are located, all ship personnel work in coordination with the land crew to ensure that the ship is surrounded by barriers.
- Leakage on the ship is cleaned by the relevant personnel with absorbent materials and the materials used are stored in a way that ensures tightness until they are delivered to the nearest collection facility.
- If the cause of the leak is tank overflow, appropriate oil/fuel transfer is made under the supervision of the Chief Engineer/Chief machinist.
- If the leak is caused by a leak in the pipe circuits, if necessary, the relevant machines are stopped to prevent oil-fuel coming into the circuit, and the circuit is repaired and the leak is tried to be eliminated.
- If a leak has occurred due to collision or grounding, the necessary oil-fuel transfer is made under the supervision of the Chief Engineer/Chief machinist.
- If the leak has occurred due to a malfunction in an equipment in the engine room, the operation of the equipment is stopped immediately with the instruction of the Chief Engineer / Chief machinist and the cause of the leak is investigated. If the fault cannot be resolved, the relevant Operations Inspector/Eskihisar Marine Operations Officer is informed of the situation.
- Leaking equipment is reported to the operator according to the “Ship Failure Maintenance and Repair Procedure” (PR.083 // is accessible in our QDMS System).
- The captain fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the İDO accident Mail Group with the image of the crime scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.11. Intervention Methods in the Ship's Intake of Water

- When any compartment gives a bilge level alarm, the Chief Engineer/Chief machinist checks the status. He gives information to the Captain by making an assessment of the situation.
- The captain informs the relevant Operations Inspector/Eskihisar Marine Operations Officer.
- With the instruction of the Chief Engineer/Chief machinist, the relevant personnel open the necessary valves of the bilge circuit and activate the bilge pumps. In case the engine room gets water, it also activates the emergency bilge evacuation system, if any. Continuous level information is given to the bridge.
- If the evacuation process is not sufficient with the bilge pumps, the personnel related to the instruction of the Chief Engineer / Chief machinist activates the portable submersible pump.
- Evacuation is continued by making continuous level control.
- If there are passengers on board, the Captain makes the necessary information announcements to the passengers.
- In ships with float valve, water is taken by opening the valve in order to balance the ship.
- If the drainage of the water is insufficient despite all the interventions, the watertight hoods of the section are closed by the relay officers with the instruction of the Captain. The captain continues to go to the nearest terminal. If he decides that he cannot go, he

will act in accordance with article 5.15.

- If the reason for water intake is due to the sea water circuits in the engine room, the machines in the relevant section are stopped under the supervision of the Chief Engineer/Chief Machinist. The seawater kinist valve is closed. After the accumulated water is discharged, the leak is tried to be fixed by the relevant personnel under the supervision of the Chief Engineer/Chief machinist, and the result is reported to the Captain.
- The captain fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the İDO accident Mail Group with the image of the scene of the crime. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.12. Intervention Methods in Grounding

- Captain Chief Engineer/Chief machinist orders the machines to stop.
- In accordance with the regulation of preventing conflict at sea, 3 balls are fired during the day and 2 red and iron lights are lit at night.
- The captain checks the health status of the passengers, damage assessment of the ship and whether there is any leakage.
- The captain informs the relevant Operations Inspector/Eskihisar Marine Operations Officer.
- First aid is given to the injured on the ship, if any, with the help of the health personnel who may be among the passengers on the ship.
  In case of oil-fuel leakage, preparations are made and in case of leakage, action is taken according to item 5.10.
- The condition of the watertight covers that must be closed is checked by the Chief Engineer/Chief machinist.
- If the boat is taking on water, action is taken according to article 5.11.
- If there is no damage, the captain can try to free the ship from its seat, but while making this decision, he should pay attention not to damage the keel, not to damage the jet suction channels, propellers, tillers and sea water inlets.
- Necessary announcements are made to keep the passengers calm and informed.
- If the damage is significant enough to be evacuated, the captain's decision to abandon the ship is made in accordance with article 5.15.
- The captain fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to İDO accident Mail Group with the image of the crime scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.13. Intervention Methods When the Ship Needs to be Docked

- The Captain who makes the decision to ground the ship immediately conveys this decision to the relevant Operations Inspector/Eskihisar Marine Operations Officer.

Captain;

a) Since it will help the ship to be trimmed at the stern, it requests the passengers to gather at the stern of the ship as much as possible with an announcement.
b) Evaluates the size and time of the danger and chooses a suitable place to sit the ship, taking into account the seabed characteristics.
c) Directs the ship as far as possible to the chosen docking position at right angles.
d) It keeps its machines on the forward road until the ship runs aground.

- After the ship is settled, the captain anchors the ship and, if possible, has the sailors tie the ship to a suitable place with ropes.
- Ensures that the relevant activities are carried out by making the captain's announcement to leave the ship.
- The captain fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the İDO accident Mail Group with the image of the crime scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed notification form is kept in folder 14 on the fileserver.
- The captain records all developments and sitting position in the logbook.

5.14. Intervention Methods When Backing Up Is Necessary

- When the message of the ship requesting towing is received, the Captain;
  a) Distance,
  b) Weather and sea conditions,
  c) Whether there is a ship closer than it,
  d) The tonnage, height, etc. of the person asking for help, if any, in the content of the message. evaluates information.
  - The Chief Engineer/Chief machinist informs the Captain whether there is a problem with fuel, water and machinery in case of a decision to leave.
  - If the captain decides to go for help, he tries to contact the other ship and get technical information.
  - In the light of technical information, the captain conveys his decision and ability to tow the ship to the relevant Operations Inspector/Eskihisar Marine Operations Officer and asks for approval.
  - After the approval of the captain company;

  a) Sets its course,
  b) The ship requesting assistance is informed that the assistance has been received,
  c) If necessary, make/have passengers make announcements to inform them,
  d) Instructs the 2nd Captain or the ship's personnel to make preparations.
  - Final evaluations are made about the preparations made with the Captain of the Other Ship. The form of the backup is decided.
  - The captain prefers a hand thin or rope throwing rocket according to the weather and sea conditions to give rope to the other ship. The ropes of the ship to be towed are taken to the ship and it is paced.
  - The captain draws the warning signs in accordance with the regulation of preventing collision at sea.
  - The captain tows the other ship to a port or area where it will be safe. If it is going to a port, it informs the port authority in advance.
  - A report regarding the implementation is kept by the Captain and signed by both Captains.
  - The captain fills in the "Notification Form" (FR.014// ANNEX -16) and sends a signed e-mail to the İDO accident Mail Group with the image of the incident scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification form is kept in folder 14 on the fileserver.
  - Events are recorded in the logbook.

5.15. Abandonment Methods

- The captain considers the following situations when making the decision to abandon ship:

a) The nature and extent of the damage,
b) The effects and consequences of the intervention to be made by the ship,
c) There is sufficient time to leave the ship and prepare for it,
d) Weather forecast report covering the current sea and weather conditions and a certain period,
e) Whether the Savior has been contacted.

- Captain VHF Radio Telephone (DSC) Digital Selective Call tries to provide assistance by giving S.O.S./DISTRESS signals from VHF/HF/MF circuits.
- The captain informs the relevant Operations Inspector/Eskihisar Marine Operations Officer.
- If the Chief Engineer/Chief machinist is working following the captain's decision to leave, the machines stop.
- The captain makes an announcement with the abandonment alarm so that the passengers put on their life jackets and move to the relevant assembly places. Personnel are prepared for use in accordance with the instructions of the inflatable life rafts and MES system, if any, in line with their roles. On ships without life rafts, life buoys are thrown into the sea.
- The personnel with job descriptions on the role cards check the passenger lounges and ensure that the passengers can safely pass through the evacuation stairs and use the MES system.
- Particular attention should be paid to giving priority to the disabled, women, elderly and children when abandoning the ship.
- During the transition to life rafts or MES sleds, passengers and personnel are counted by the responsible persons and reported to the Captain.
- Rescue boat personnel take their places in the boat. With the captain's instruction, the boat is launched into the sea.
- After the captain is sure that all passengers and personnel have left, he takes the logbook if possible, the sart and epirb devices if possible, and leaves the ship together with the Chief Engineer/Chief machinist.
- Life rafts are backed up and removed from the ship.

5.16. Search and Rescue Methods

- The Captain, who receives a call for help from (DSC)VHF/MF/HF/NAVTEX circuits, evaluates the situation by taking into account the distance between his ship's position and the location of the incident, taking into account the weather and sea conditions he is in.
- The Chief Engineer/Chief Machinist gives the necessary information to the Captain about whether the rest of the voyage will be endangered in terms of fuel, water and the machine in case the ship's route changes due to assistance.
- The Captain, the Chief Engineer/Chief Machinist specified in the second article evaluates the following situations together with the data he has received and decides to return to the incident area safely.

a) If the distance between the two positions, the speed of the ship, the time of arrival at the scene of the incident is suitable for search and rescue operation,
b) If the weather and sea conditions do not pose a danger to the life and property of their own ship,

c) If there is no indication that there is a ship closer to the area where the incident occurred and heading towards the area for assistance,

- The captain informs the relevant Operations Inspector/Eskihisar Marine Operations Officer.
- Informs the shore station, which will direct him, the position and speed of his ship that he is participating in search and rescue activities.
- Announces information about the situation to the passengers. Notifies the company of the delay that will occur due to the search and rescue activity.
- While approaching the incident area, it checks its preparations for search and rescue activities according to article 5.4.
- If it detects that there are other ships ready to respond to the incident, it exchanges information.
- The captain fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the İDO accident Mail Group with the image of the crime scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.17. Intervention Methods in Case of Darkness of the Ship

- When the generator turns off and the ship gets dark, the emergency lighting system is activated.
- Since the steering system will not work in A and D type sea buses, the machine is controlled by the throttle arms. Since the water jet hydraulic oil pump and fuel pumps will not work in B type sea buses, the clutches are deactivated by the captain after the ship is taken to the safe area.
- In fast ferries with a ride control system, fuel pumps and water jet hydraulic pumps will be deactivated, so after the Captain takes the ship to a safe area, the machine arms are in the zero position and the clutches are disabled.
- In sea buses, the backup generator is operated and commissioned by the Chief Engineer according to the user manual. On fast ferries, if the generator control is in automatic mode, the backup generators are activated automatically, if in semi-automatic mode, they are operated and commissioned by the Chief Engineer / Chief machinist according to the user manual. On the car ferries, the backup generator is activated by the Chief Engineer/Chief machinist, the pumps that are cut off are checked and reactivated.
- In fast ferries, the switches in the main table are checked and their assigned ones are re-established, and feeding controls of all plc panels are made. Those who switch to the back-up position are taken to normal feeding, and after the backup generators are activated, auxiliary machinery and pumps are activated.
- After all checks are made, the Chief Engineer/Chief Machinist informs the Captain.
- The captain informs the relevant Operations Inspector/Eskihisar Marine Operations Officer of the situation.
- The generator malfunction is checked by the Chief Engineer/Chief machinist according to the diesel generator user manual.
- For faults that cannot be fixed by the ship's personnel, a fault notification record is created via the IW24 module over the SAP system.
  Opened fault notifications are submitted to the approval of the relevant units. Fault notifications are forwarded to the relevant units by the Operations (Sea Land) Directorate/Eskihisar AV Operations Directorate.

- The captain fills in the "Notification Form" (FR.014 // ANNEX -16) and sends a signed e-mail to the İDO accident Mail Group with the image of the scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.18. Response Methods in Case of Load Slippage

- The captain determines a route that will relieve the ship without wasting time and drops to a speed that will prevent it from being stuck.
- By detecting the damage, the floating or side-lying vehicle is secured by being supported and tied to the ship in a way that does not pose a risk.
- The Captain notifies the relevant Operations Inspector/Eskihisar Marine Operations Officer and requests the necessary assistance.
- It is checked whether there is any injury.
- Watertight fairings, bilges, cables, electrical equipment and alarms are constantly reviewed.
- Appropriate speed and course are maintained until the ship reaches safe waters.
- In case the cargo slip causes damage to the ship's side, the following are done.
  a) In order to prevent the entry of water into the ship's body, the ship is stopped or the minimum speed at which the route can be maintained, taking into account the weather conditions.
  b) Open watertight hoods are closed with observations to be made from both the general control and the control panel.
  c) The extent of the damage, its condition, height from the water and whether the ship is filled with water are determined and reports on the subject are prepared.
  d) By using the internal communication and camera system, continuous controls are provided about the damaged area and engine room sections.
  - Passengers are informed in accordance with the "Announcement Instruction" (TL.011 // is accessible in our QDMS System), and they are warned to follow the Captain's instructions.
  - Bilges are checked at frequent intervals.
  - The ship's buoyancy calculations are constantly evaluated by the master, and if necessary, the "Emergency Response Procedure" (PR.022 // ANNEX-21) is applied.
  - The captain fills in the "Notification Form" (FR.014 // ANNEX-16) and sends a signed e-mail to the İDO accident Mail Group with the image of the crime scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver.
  - Events are recorded in the logbook.

5.19. Intervention Methods in the Case of Suspicious Baggage

- Unclaimed baggage is not allowed on board in any way.
- Packages or baggage given by any person to another passenger or ship's officers for carriage are not accepted on board.
- Entry and stowage of passengers' luggage on the ship is kept under constant surveillance, and the supervising personnel pays due attention to the possibility of terrorism and sabotage.
- Identity information of the passengers re-boarding the ship and the passengers or passengers leaving the ship must be obtained at the terminal, in case of doubt, the ship should be searched and it is checked whether there is an unattended baggage.

- If a suspicious baggage is encountered during the expedition, the owner of the baggage is found and asked to show its contents.
- After the ship is evacuated, a general check is made by the ship's personnel for security and cleaning purposes inside the ship. Without touching the suspicious and unidentified packages, the ship is evacuated under the coordination of the Operations Directorate (Deniz Kara), Eskihisar AV Operations Directorate, and the law enforcement officers are requested to help.
- When any unclaimed or suspicious baggage is seen, it is absolutely inviolable, and necessary precautions are taken to prevent other passengers and personnel from approaching.
- Under the coordination of Operations Directorate (Deniz Kara), Eskihisar AV Operations Directorate, local authorities are called to inform about the baggage and the situation.
- For all kinds of goods found, the “Found Goods Procedure” (PR.093// is accessible in our QDMS System) is followed.
- The captain fills in the "Notification Form" (FR.014 // ANNEX-16) and sends a signed e-mail to the İDO accident Mail Group with the image of the crime scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations officer. The signed Notification Form is kept in folder 14 on the fileserver.
- Events are recorded in the logbook.

5.20. Intervention Methods in Case of Terrorism and Sabotage

- If the ship's Master judges the existence of a security threat, he will take appropriate measures to mitigate that threat. The captain will inform the relevant Operations Inspector/Eskihisar Marine Operations Officer of the threat and the security measures taken against this threat.
- When security is violated or threatened, the Captain consults with the relevant Operations Inspector/Eskihisar Marine Operations Officer and implements the following measures.
- AIS presses the "Sabotage Button",
  a) Informs the state authorities, acts in accordance with the instructions given,
  b) Prepare to evacuate the ship,
  c) Applies other appropriate emergency response methods.
- The captain fills in the "Notification Form" (FR.014 // ANNEX-16) and sends a signed e-mail to the İDO accident Mail Group with the image of the scene. If an e-mail cannot be sent by the ship at that time, an e-mail is sent by the relevant Operations Inspector/Eskihisar Marine Operations Officer. The signed Notification Form is kept in folder 14 on the fileserver. Events are recorded in the logbook.

APPENDIX-22 EMERGENCY SHIP AND VESSEL EVACUATION PROCEDURE OF THE COASTAL FACILITY

1. PURPOSE

The purpose of this procedure on emergency evacuation of vessels from the Port Facility is to specify the steps to be taken and the responsibilities of the persons involved in order for safe evacuation of vessels from the Port Facility in case of the following emergencies.

2. EMERGENCY CONDITIONS

Covers any action taken by the personnel in case of emergencies on board.

- ✓ Adverse Weather Conditions
- ✓ Fire or Emergency on Board
- ✓ Fire or Emergency at the Coastal Facility Site
- ✓ Other Causes/Conditions

- Fire on board of a vessel docked to another facility or at the neighboring facility
- Terrorist acts
- State of War
- Natural disasters
- Conditions deemed emergency by public agencies
- Pollution
- Disturbed vessel position
- Failure of vessel's systems
- Medical problems

3. ADVERSE WEATHER CONDITIONS

Weather Conditions	Action	To Be Taken	Descriptions
Wind Speed, 20 Knots	Berthing	The vessel is not allowed to berth	
Wind Speed, 15 knots	Evacuation	Evacuation is ceased	Port Authority reserves the right to not continue with the evacuation Until wind speed < 15 kts .
Wind Speed, 20 knots	Evacuation	Flexible hoses are disengaged	Taking into consideration the Wind speed increase ratio and sufficient Port Facility Personnel available, measures are taken to disengage flexible hoses in a safe Way possible.
Wind Speed, 30 knots	Evacuation	From the Pier	Decision is made by the Sea Caption and Representative of the Port Facility, having consulted to the Maritime Pilot.
Any wind speed	Berthing Evacuation		The Port Facility may reach a decision during berthing, unberthing and evacuation and may ask the vessel to conform to Such decision.

LIGHTNING STRIKE	EVACUATION	Evacuation ceases, all the valves and vents of the vessel are blocked. Cargo tank pressures are monitored closely and uncontrolled vents are avoided.	If the lightning strikes very close to the Port Facility.

The values given in the above table represent the values calculated for the safe operation of the Port Facility Maritime Systems. The vessel shall be taken away from the facility when the wind speed is greater than 40 kts for the safety of both the vessel and the facility.

4. FIRE or EMERGENCY ON BOARD

Any fire on board of berthed Vessels and those which may get out of control shall call for cease of operations immediately and unberthing of the vessel. Nevertheless, any cracks or fractions on the tanker of the vessel or the pipeline which lead to uncontrollable release of leakage/spill to the environment requires the vessel to be unberthed in order to avoid any harm to the Port Facility or its surroundings.

5. FIRE or EMERGENCY AT THE TERMINAL SITE

Any fire hazards, uncontrollable leakages, emergency situations, etc. occurred in the Port Facility requires the vessel to be unberthed in order to avoid any harm to the Port Facility or its surroundings. Any small fire or leakage which pose no threat to the Port Facility Operations and which can be extinguished easily shall be assessed by the Emergency Management Center and it is decided if unberthing is necessary or not.

6. OTHER CAUSES

These include any situation which is not originating directly from the vessel of the Port Facility but may pose a threat to the vessel indirectly,

- Fire on board or explosion of a vessel docked to a neighboring facility
- Terrorist acts
- State of War
- Natural disasters
- Conditions deemed emergency by public agencies
- Pollution
- Disturbed vessel position
- Failure of vessel’s systems
- Medical problems

Vessels are unberthed in case of any of the situations above.

7. COMMUNICATION

In case of any of the abovementioned incidents at the Port Facility of on board, Fast, Safe, and Uninterrupted communication between the Port Facility, Vessel and relevant Authorities is carried out using the following communication tools.

- UHF Radio
- VFH Radio
- Mobile Phone
- Messenger / Emergency Personnel

CAUSE OF ALARM	ALARM TOOK	SIREN
Fire at the facility	Radio / Phone	Fire at the facility
Fire at the pier	Radio / Phone	Fire at the pier
Power Outage	Radio / Phone	Caution! Power outage
Emergency	Radio / Phone	Caution! Shutdown System enabled

8. PREPARATION TO EMERGENCY UNBERTHING

Any emergency shall be communicated to the Ports Authority. If the decision made for the vessel to perform emergency unberthing procedure, the Port Authority shall define the safe berths where the Vessel can be taken in a controlled manner.

Sea Captain and the Port Facility shall reach an agreement about the emergency unberthing and shall initiate such process and shall escalate the situation to the Port Authority as soon as possible. If the level of emergency and time to respond allow, a representative of the President of the Port Authority, Terminal Director/Manager, Sea Captain, and Maritime Pilot shall reach an agreement about the timing and form of unberthing before the process is initiated.

Vessel's engines, wheel equipment, and unberthing equipment shall get ready for use immediately.

Any unloading or ballasting operations must be ceased and the personnel must be prepared for unberthing.

Vessel's fire extinguishing system is fed water and water mist is used for strategic sections.

If the air must be vented out, then, engine room must get ready, all the unnecessary intakes must be closed, all the safety measures about regular functions must be taken and a warning announcement must be released.

If the necessary response overwhelms the facility's capabilities, the emergency shall be escalated to local Law Enforcement or the Fire Dept. immediately.

The decision of unberthing under control is based on 'no casualty' principle and may also include the following;

- Presence of sufficient number of tug boats
- The vessel's ability to unberth using its systems
- Availability of safe sites for a vessel in emergency to moor or to be towed
- Sufficient fire-fighting power
- Proximity of other vessels
- Fire Lines

9. DURING EMERGENCY UNBERTHING

The vessel shall start unberthing as soon as the abovementioned preparations are reviewed and approved. Emergency Unberthing shall be completed following the steps below, respectively.

Coordination and cooperation between Terminal, the Vessel and Port Authorities are essential at each step.

- Sounding the alarm
- Communication about the emergency using VHF devices or phone
- Performance of the first situation assessment by the Sea Captain and the Port Facility
- Ceasing all operations
- Enactment of Port Facility and Vessel emergency response measures
- Worsening of the situation and the existence of emergency unberthing conditions as suggested above
- Performance of the situation assessment by the Sea Captain, representative of the Port Facility, representative of president of the Ports Authority, and the Maritime Pilot
- Emergency unberthing decision to be taken
- Informing the neighboring facilities and other vessels about the situation
- Positioning the tug boats around the vessel for emergency undocking, completion of preparations and receipt of the confirmation that they are ready
- Completion of vessel's preparations and receipt of the confirmation that they are ready from the Sea Captain
- Release of the undocking mechanism by the authorized personnel and confirmation of the process

10. AFTER EMERGENCY UNBERTHING

-Reaching a decision on the towing of and new berthing site for the vessel after unberthing and its declaration.

-Deployment and berthing of the vessel to the reserved location using tug boats or its own engine.

-Detection of a possible damage or deficiency by examining the Port Facility

- Evaluation of the time when the ship and port facility will be ready to provide cargo passage again

-Communication of any setbacks occurred during Emergency Unberthing, if any

-Mutual understanding of guidance and towage institution and the coastal facility on any possible fire hazards, explosion, etc. during loading/unloading,

-Based on the weather and sea state, towage of the vessel away from the facility to a safe location as soon as possible using sufficient number of tug boats equipped to fight fire

APPENDIX-23 SAFETY HANDBOOK (SH)

LOGIN

IDO Istanbul Sea Buses Ind. ve Tra. Inc. aims to ensure the safety of its employees, customers and service buildings, thus creating a safe environment.
In this context, our company wants to achieve the above-mentioned goals through the Private Security Officers working within its body by purchasing services.
This Handbook has been prepared to increase the organizational effectiveness of the Private Security Unit, and the provisions of the legal regulations not included in its content are reserved.

CHAPTER I

GENERAL PROVISIONS

Article 1

AIM

IDO Istanbul Sea Buses Ind. ve Tra. Inc.'s General Directorate facilities and other Units (Terminal, Pier, etc.) for which private security activity permits are obtained (Terminal, Pier, etc.) and its Responsibilities and Working Methods and Principles.

Article 2

SCOPE

This handbook covers Private Security officers who provide services by purchasing services based on the law numbered 5188 on Private security services and the regulations and circulars regarding the execution of this law.

Article 3

DEFINITIONS

Protection: Preventing and defending all kinds of threats, dangers and encroachments, such as sabotage, theft, demolition and looting, aimed at damaging or rendering the Company's Head Office Facilities and other Units inoperable in any way, forcibly detaining the Workplace.
Private Security Organization: In order to ensure and protect the physical safety of the IDO General Directorate's Central Facilities and other Units, in accordance with the law numbered 5188, by obtaining permission from each provincial governorship it serves, it is given to the entire security unit, which is formed within its body or by the service procurement method, or created by using both methods together. is the name.
Private Security Unit: İDO A.Ş. It is the unit of the company, which has its own personnel within its own structure and in terms of personal rights, and is composed of armed / unarmed security officers by obtaining the necessary permissions in accordance with the law numbered 5188.

Establishing a Private Security Unit by Purchasing Services: It is a unit formed from armed / unarmed security personnel by purchasing security services from private security companies that have received operating licenses in the Ministry of Interior in accordance with the provisions of the law numbered 5188.
Project Manager: In cases where security will be provided by purchasing services, the contractor company ensures that the security guards, who are the personnel of the contractor company, work in accordance with the law, regulation and tender specifications, who are notified in writing by the contractor company, and who create the work plans and manage them accordingly. is a person. The Project Manager is responsible to the Operations Manager (Sea and Land) at İDO.
Security Shift Supervisor: These are the interim managers who are subcontractor personnel and whose number is specified in the tender specifications, who fulfill the instructions of the project manager in the region or regions where security will be provided by purchasing services.
Private Security Officer: Persons who provide protection and security, armed or unarmed, either permanently or by purchasing services, within the framework of Law No. 5188.
Unit: Each part of the Company's Land and Marine Facilities (Ship, Terminal, Pier, Fuel Station, Workshop, Parking Lot etc.) excluding the Headquarters Central Facilities is named as "Unit".

CHAPTER II

PRIVATE SECURITY OFFICER

Article 4

DUTIES, AUTHORITIES AND RESPONSIBILITIES OF PRIVATE SECURITY OFFICER

The powers and responsibilities of Private Security officers are determined in the law numbered 5188 and the implementing regulation and circulars of this law.

Article 5

FEATURES AND WORK PERMIT OF PRIVATE SECURITY OFFICER

In the law numbered 5188, all the features that Private Security Officers should have are stated. An Armed / Unarmed Private Security Identity Card is given to those who show the qualifications stated in the law and are successful in the exam. This given identity card also carries the feature of a work permit. It is a crime to employ a private security guard without this ID card.

Article 6

AWARD FOR PRIVATE SECURITY OFFICER – PENALTY PRACTICES AND SUPERVISION

Since IDO provides its security needs through service procurement, the entire reward and punishment system is operated in accordance with the contract signed by IDO and the contractor company and the provisions of the specification annexed to this contract.
The legal inspections of the Private Security Unit are carried out by the Ministry of Interior and Governorships (with the help of the Police and Gendarmerie) in accordance with Law No. 5188.

In-house audits are carried out by the Security Specialist using the "Security Control Form" (FR.130 // is accessible in our QDMS System). Inspections are carried out at all terminals at least once a month, with or without notice.

Article 7

AUTHORITY OF THE SPECIAL SECURITY OFFICER TO CARRY / USE A WEAPON AND ISSUES RELATING TO WEAPONS AND EQUIPMENT

Private Security Unit Personnel are authorized to carry weapons within the conditions specified in Law No. 5188, provided that they are within the limits of their duties.
The authority and procedure to use a gun is as set out in Article 16 of the Police Duties and Powers Law No. 2559 with the same law.
Applications regarding the Weapons, Bullets and Equipment used / owned by Private Security Officers are made in accordance with the provisions of the law numbered 5188.

Article 8

TRAINING THE PRIVATE SECURITY OFFICER

Theoretical and practical trainings required by the Private Security personnel, primarily on gun shooting, legislative briefing, customer relations and public relations, are planned by the IDO Operations Directorate (Sea and Land) and are carried out within the scope of the service procurement contract.

Article 9

PRIVATE SECURITY OFFICER'S CLOTHING

It is a legal obligation for Private Security Officers to wear their official clothes during their duties. When deemed necessary due to the nature of the job and the workplace, the commission may allow the use of civilian clothes.
The color, shape, etc. of the clothes to be worn by the Private Security officers. The issues must be in the color and style approved by the official authority of the contractor company that will provide the security service.
While on duty, private security guards wear reflective vests with "PRIVATE SECURITY" written on it.
The provisions of the law numbered 5188 are valid in other matters related to the subject.

Article 10

LEGAL RESPONSIBILITIES OF PRIVATE SECURITY OFFICER

Private Security personnel are obliged to perform their duties on time in accordance with the applicable Laws, Regulations, Circulars, Instructions and other relevant legislation provisions and not to go beyond the limits of their authority.

Article 11

PROHIBITED ACTIONS ON PRIVATE SECURITY

It is forbidden to employ Private Security personnel in any other job other than the protection and security duties specified in the law numbered 5188.

CHAPTER III

SECURITY PRACTICES

Article 12

DETERMINATION OF SECURITY MEASURES TO BE TAKEN

The "Private Security Measures" to be taken by the contractor company at the Company's Headquarters Central Facilities and other land units will provide protection, preventive and deterrent within the scope of the law numbered 5188 and the regulation on its implementation, and these security measures will be continued uninterruptedly.

Article 13

SECURITY RULES TO BE APPLIED TO COMPANY, TENANT, SUBCONTRACTOR PERSONNEL

All İDO, tenant or subcontractor company personnel are required to carry the picture "Personnel Identity Card" given to them by İDO and present it upon request of the Private Security Officers.

Those who do not have the "Personnel Identity Card" issued by İDO have to prove their identity with other legal identity documents.

Permission card or license plate inquiries are made for personnel vehicles that are allowed to enter IDO parking areas.

Article 14

SECURITY RULES TO APPLY TO VISITORS COMING TO THE HEADQUARTERS

Visitors to the General Directorate are greeted by Private Security Officers, and it is learned who they are and who they come to see.

Brief information about the visit is recorded in the “Visitor Book”.

After the visitor's official identity is taken and a "Visitor Card" is given to him, he is allowed to enter.

The guests, whose identity is taken by the Private Security Officers, are allowed to enter, return the Visitor Card given to them at the exit and get their official identity back in return for a signature.

Article 15

SEARCH OF PERSONS AND VEHICLES

In order for a preventive person or vehicle to be searched, the person to be searched must accept this. The person who refuses to be searched is definitely not allowed to enter the area where protection and security are provided. Necessary care is taken to ensure that personal searches are not insulting to honor and dignity. In general, men are sought by male officers and women are sought by female officers.

Appropriate search techniques and electronic equipment are used during preventive searches and controls.

Bags / suitcases carried by individuals and individuals; The X-Ray device is preemptively searched using a Metal Door detector or a handheld detector.

During the search, bags, suitcases and packages are never shaken, kept away from water and fire and never opened.

During these searches, it is generally checked whether there are flammable, explosive or smuggling items.
As a result of these preventive searches, if a danger signal is received from the electronic security devices or if a suspicious situation is observed, the general law enforcement officers and the immediate superiors are informed. The crime scene is surrounded by security and the civilians are removed from the area.
During vehicle searches, the trunk of the vehicle is opened and first visually, then with the help of equipment (hand search detector, etc.), it is checked whether there are explosive, flammable or smuggling items. It is checked whether there is any explosive or flammable material under the vehicles by looking under the vehicle with the "under vehicle search camera" or "under vehicle search mirror".
As for the passengers inside the vehicle, if there are people with aggressive or suspicious attitudes, those who dress against the seasonal conditions, those who react excessively to their surroundings, or if a suspicious situation is observed in the vehicle as a result of the above-mentioned vehicle searches, the situation is immediately reported to the general law enforcement officers and the immediate superiors. The crime scene is surrounded by security and the civilians are removed from the area.

Article 16
EMERGENCY APPLICATIONS

16.1 Unwanted Persons Entering the Mission Area, Attacking the Security Guard
• In case of unauthorized entry into the area of authority and responsibility or an attack by private security officers, necessary measures are taken regarding the safety of life and property, and the situation is immediately reported to the general law enforcement officers and their immediate superiors.
• The scene of the incident is taken under control and civilians are evacuated to safe areas without causing panic.
• A detailed report about the incident is prepared and sent to the managers.

16.2 Suspicious Package, Object or Explosive Detection and Lost Property
• Package / Object cannot be touched or moved. Entrances and exits to the scene of the incident are immediately under control and the safety strip is drawn.
• The situation is immediately reported to the general law enforcement officers and their immediate superiors.
• Persons (Personnel, Passengers, Visitors, etc.) at the scene of the incident are evacuated to safe areas by being removed from the scene by safe ways and without causing panic, and then a detailed report about the incident is prepared and delivered to the managers.
• The found goods inside the terminal are delivered to the Terminal Chief.

16.3 Detection of Suspicious Packages, Objects or Explosives on Ships and Lost Property

• "Ship Emergency Response Procedure" (PR.022 // ANNEX-21) 5.18. act according to the article.

• Since the ships are out of the protection plan while they are underway, security personnel only intervene in the ships when they are tied to the pier.

• Package / Object cannot be touched or moved. Entrances and exits to the scene of the incident are immediately under control and the safety strip is drawn.

• The situation is immediately reported to the general law enforcement officers and their immediate superiors.

• Persons (Personnel, Passengers, Visitors, etc.) at the scene of the incident are evacuated to safe areas by being removed from the scene by safe ways and without causing panic, and then a detailed report about the incident is prepared and delivered to the managers.

16.4 Fire, Explosion etc. Situations

• The situation is immediately reported to the Fire Brigade, the General Law Enforcement Forces and the immediate superiors.

• Persons (Personnel, Passengers, Visitors, etc.) at the scene of the incident are evacuated to safe areas by safe ways and without causing panic.

• Those who need First Aid are assisted while trying to extinguish the fire.

• Entries and exits to the scene of the incident are taken under control, necessary information about the incident is given to the incoming Fire Brigade and Security Forces.

• A detailed report about the incident is prepared and sent to the managers.

16.5 Vehicle Accident involving Customer's Vehicles,

• In traffic accidents with material damage, the Terminal Chief is informed about the situation and action is taken in the light of the instructions he will give.

• If there is an injury in a traffic accident, an ambulance and general law enforcement are requested at the same time.

• First Aid activities, if any, are carried out or assisted, and the General Law Enforcement Forces are assisted in the determination of those responsible for the incident,

• A detailed report about the incident is prepared and sent to the managers.

CHAPTER IV

FINAL PROVISIONS

Article 17

APPLICATION

In the implementation of this Handbook, primarily applicable legislation provisions such as applicable Laws, Regulations, Circulars, and Bylaws.

The Operations Manager (Sea and Land) is responsible for the implementation of this Handbook.

Article 18

CHANGES TO THE HANDBOOK

The changes that are considered to be made in this Handbook are made in accordance with the Management System standards.

ANNEX-24 ACCIDENTAL/INCIDENTAL MANAGEMENT PROCEDURE (PR.056)

1. PURPOSE

This procedure is designed to define the actions to be taken, to define the authorities and responsibilities, taking into account the legal obligations, Management Systems requirements regarding all (Environmental, OHS, Operational) accidents and incidents that may occur in all working areas of Istanbul Sea Buses Industry and Trade Inc. prepared for the determination.

2. SCOPE

It covers all the fields and all ships belonging to Istanbul Sea Buses Industry and Trade Inc., where the employees and subcontractors of Istanbul Sea Buses Industry and Trade Inc. operate.

3. RESPONSIBLE

The Corporate Risk Management, Management Systems and OHS Manager and DPA are responsible for the entire execution of this procedure.
The authority to make changes in this procedure belongs to the General Manager. The proposed changes are submitted to the approval of the Corporate Risk Management, Management Systems and OHS Manager and the General Manager through DPA.
The authority to abolish this procedure wholly or partially belongs to the General Manager.
All İDO Istanbul Sea Buses San. ve Tic. Inc. personnel and subcontractor employees are responsible for the implementation of this procedure.

4. DEFINITIONS

İDO: Istanbul Sea Buses Industry and Trade Inc.
OHS: Occupational Health and Safety,
SGK: Ministry of Labor and Social Security Social Security Institution
CLA: Collective Bargaining Agreement
Dangerous Behavior: Behaviors that may cause accidents/incidents as a result of unsafe and risky behaviors exhibited by employees,
Dangerous Situation: Situations that may cause an accident/incident due to the vehicle, machinery, equipment, material or environment in our working environment,
Near Miss Incident: Occurring in the workplace; An event that does not cause harm, although it has the potential to damage the employee, workplace or work equipment,
İDO Accident Mail Group: The communication channel where the first notification about the accident is made, together with the "Notification Form" (FR.014 // ANNEX-16) in order to ensure internal communication and instant notification in case of any accident/incident,
DPA (Designated Person Ashore): Responsible for monitoring the safety of each vessel and ensuring adequate shore resources for vessel operations, able to directly contact all levels of management of the operator, including the highest level officials, to create a link between the ship and the operator, and by the operator. The appointed person who has full authority in the application of the assigned Safety Management System,

Marine Accident: Occurring in connection with the operations and activities of a ship, and;
• Death or injury of a person,
• Disappearance of a person while on the ship,
• The sinking, loss, loss or abandonment of the ship,
• Material damage to the ship,
• Ship's inability to maneuver,
• The ship's grounding,
• The ship collides with a coastal or offshore structure or another ship or collides with another ship,
• Serious environmental pollution caused by the damage to the ship or ships or the emergence of the possibility of serious environmental pollution,
an event or sequence of events resulting in
Environmental Accident: Accidents that cause damage to the ecosystem or natural resources with the potential for unexpected events, errors or losses,
Work Accident: As described in Article 13 of the Social Insurance and General Health Insurance Law No. 5510;
a) While the insured is at the workplace,
b) If the insured works independently on his own behalf and account, due to the work carried out by the employer or due to his duty, out of the workplace due to the work or subject of work he is carrying out,
c) When the insured working for an employer is sent to another place outside the workplace as an employee, without performing his/her main job,
d) During the times allocated for breastfeeding female insurance holders within the scope of subparagraph (a) of the first paragraph of Article 4 of this Law, to give milk to her child in accordance with the labor legislation,
e) An event that occurs during the insured's travel to and from the place where the work is done with a vehicle provided by the employer, and that immediately or later inflicts physical or mental disability on the insured,
As stated in Article 3 of the Occupational Health and Safety Law No. 6331, the event that occurs at the workplace or due to the conduct of the work, causing death or rendering bodily integrity mentally or physically disabled,
Occupational Accident Severity (Severity) Rate: It is calculated with the formula (Total lost days due to occupational accidents x 1.000.000/Actual work hours). Occupational accidents severity rate is the number of work days lost with job loss in one million working hours,
Occupational Accident Frequency (Repetition) Rate: It is calculated with the formula (Number of occupational accidents x 1.000.000/Actual working hours). Occupational accident recurrence rate is the number of occupational accidents resulting in incapacity in one million working hours,
Ship Accident Rate Per 100,000 Voyage: It is calculated with the formula (Number of shipwrecks x 100,000/Number of voyages). The rate used to standardize the accidents that occur for every 100,000 trips made,
Ship Accident Rate Per 100,000 Nautical Mile: It is calculated with the formula (Number of shipwrecks x 100,000/ Nautical miles during the operation). It refers to the rate used to standardize the accidents that occur per 100,000 nautical miles.

5. APPLICATION

5.1. Dangerous Situation/Behavior and Near Near Incidents:

The notification of dangerous situations/behaviors and near misses occurring in the units within the body of IDO is made with the "Notification Form" (FR.014 // ANNEX-16).

In the notifications of our customers and stakeholders regarding OHS and Environment, dangerous situations/behaviors and situations that can be considered as near-miss events are recorded.

Our employees can make their notifications to their first supervisor and/or to the Corporate Risk Management, Management Systems and OHS Department, and by using Near Miss Notification Boxes hung in their work areas.

Employees do not have to provide identity information in the notifications they will send to these boxes. Near-miss notification boxes are checked by Terminal Chiefs every week and existing notifications are collected. The collected notifications are forwarded via e-mail to the Corporate Risk Management, Management Systems and OHS Department. Notification forms shared by e-mail are archived in the "Dangerous Behavior/Condition and Near Miss Incident Notification Form" folder opened on the IDO common computer system by the Enterprise Risk Management, Management Systems and OHS Department.

If the notification is made to the unit manager, the relevant unit manager is forwarded to the Corporate Risk Management, Management Systems and OHS Directorate with the "Notification Form" (FR.014 // ANNEX-16) in order to determine the improvement areas.

Notifications of OHS-related Hazardous Situation/Behavior and/or Near-Miss Events, root cause analysis are performed by the Management Representative, DPA, Occupational Safety Specialist, Workplace Physician and the relevant Unit Manager, and the improvement area(s) for the corrective actions to be taken is determined. Corrective action is taken as soon as possible under the control of the relevant unit manager. Reporting is made to the OHS Committee members with the "Notification Form" (FR.014 // ANNEX-16). Approvals of the Employer/Employer's Deputy and Board members regarding the corrective action are taken. In cases where the Board makes a recommendation, the actions are reviewed and the process is started again. Notifications for which action cannot be taken before the Board are also reported to the OHS Committee members with the "Notification Form" (FR.014 // ANNEX-16). The area/areas of improvement and actions for corrective actions are determined by the OHS Board and a decision is taken. As a result of the decision taken, corrective action is taken as soon as possible under the control of the relevant unit manager. Board members are informed via e-mail about the corrective action taken for notifications requiring urgent action. In the next OHS Board to be held, more detailed information about the action taken will be given to the board members. Board approval is obtained. Corrective actions/activities carried out, action taken and board approval are recorded in the board minutes.

Enterprise Risk Management, Management Systems and OHS Department sends environmental near-miss notifications to Fuel and Environment Directorate, and operational near-miss notifications to DPA.

Receive root cause analysis by the relevant Operations or Technical Inspector and Management Representative and DPA for near-miss notifications that may affect ship operation and/or navigational safety, and by the manager of the relevant unit, Management

Representative, DPA and Fuel and Environment Manager/Environmental Engineer for environmental notifications. Area(s) of improvement are determined for necessary corrective actions.
Initiating the necessary actions for the implementation of the improvement areas determined according to the root cause analysis results of the dangerous situation/behavior and near-miss events, in accordance with the "Corrective Action Procedure" (PR.006 // ANNEX-25) by the Corporate Risk Management, Management Systems and OHS Department. The activity starts with the opening.
Corrective action solution team leader, manager(s) of the unit determined according to the result of root cause analysis for Dangerous Situation/Behavior and/or Near Miss Incident are selected.

5.2. Accidents at work:
All employees are obliged to report their work accidents regardless of the result. Disciplinary action is taken in accordance with the provisions of IKEK and TİS for employees who have had and/or witnessed an occupational accident and fail to report it.
In occupational accidents that occur in all our units, first the unit manager, then the Workplace Physician and Occupational Safety Specialist are informed about the accident by phone, regardless of time. A health assessment will definitely be made for the employee who has suffered an accident. This assessment can be made by the first aid worker. The first aider gives information about the situation by contacting the workplace doctor.
The “Notification Form” (FR.014 // ANNEX-16) will be filled by the unit manager of the employee who suffered the accident. Authorized employees working in our health units will inform the unit manager of the employee who applied with an injury and will request that a "Notification Form" (FR.014 // ANNEX-16) be kept.
The unit manager takes pictures of the place where the work accident occurred, processes the equipment and/or vehicle information that caused the accident in the "Notification Form" (FR.014 // ANNEX-16), and receives the written explanations of the employee and/or persons who witnessed the accident, if any. If the health status of the employee who suffered the accident is not favorable, the statement is taken later. No photograph of the casualty will be taken.
The "Notification Form" (FR.014 // ANNEX-16) kept by the relevant unit manager is shared with the İDO Accident Mail Group by e-mail along with its other attachments. In case of work accidents that occur during working days, the Occupational Safety Specialist is informed by being taken to the safety circle without making any changes at the accident site, where possible, for the examination of the accident site.
Root cause analysis is performed by the Management Representative, DPA, Occupational Safety Specialist, Workplace Physician and Relevant Unit Manager for notifications about occupational accidents, and improvement area(s) is determined for corrective actions to be taken. If deemed necessary, assistance may be requested from other units for the examination. Reporting is made to the OHS Committee members with the "Notification Form" (FR.014 // ANNEX-16). Approvals of the Employer/Employer's Deputy and Board members regarding the corrective action are taken. In cases where urgent action is required, the Board is informed via e-mail. In cases where the Board makes a recommendation, the

actions are reviewed and the process is started again. The root cause and the actions to be taken, approved by the OHS Board, are conveyed to the Corporate Risk Management, Management Systems and OHS Department by the Occupational Safety Specialist, and corrective action is initiated in accordance with the "Corrective Action Procedure" (PR.006 // ANNEX-25). The actions taken at the next meeting are reviewed and the actions decided to have been eliminated are reported to the Management Representative by the Secretary of the Board in order to close the relevant corrective action.
The employee who receives the accident report and the Personnel Management and Labor Relations Department notifies the SSI of the accident via the electronic system within three working days. Disciplinary action is taken against the employee who does not report due to legal responsibilities that may arise regarding work accidents that are not reported for more than three working days.
Since every work accident is a forensic case, investigations can be made by the judicial units.
Transactions pertaining to work accidents of subcontractor employees are notified via e-mail to the Corporate Risk Management, Management Systems and OHS Department and Personnel Management and Labor Relations Department by the subcontractor officials.
IDO Corporate Risk Management, Management Systems and OHS Directorate are informed about the corrective actions/activities determined and carried out according to the root cause analyzes to be made regarding the occupational accident. It is shared with the OHS Board every month by the Corporate Risk Management, Management Systems and OHS Department.
The risk assessment is reviewed after the Dangerous Situation/Dangerous Behavior and Near Miss and Work Accident processes are completed. A review is made in accordance with the “Hazard Detection and Risk Assessment Procedure” (PR.053 // QDMS is accessible in our System).

5.3. Environmental Accidents:

In case of environmental accidents, necessary interventions are made in accordance with the "Environmental Emergency Instruction" (TL.057 // ANNEX-26).
"Notification Form" (FR.014 // ANNEX-16) is filled by the unit manager responsible for the scene. Records and accident scene photos are shared with İDO Kaza Mail Group. If the employee is affected during the accident, the "Notification Form" (FR.014 // ANNEX-16) for the occupational accident is filled in the fields related to the work accident and the ways specified in 5.2 Occupational Accidents article are followed.
In case of environmental accidents, the Environmental Engineer in charge of the Fuel and Environment Directorate should be informed by phone and his opinion should be sought.
The Environmental Engineer is also notified in case of environmental accidents of subcontractors and/or organizations serving in our field of work. Root cause analysis is performed by the relevant unit manager, Management Representative, DPA and Fuel and Environment Manager/Environmental Engineer.
The improvement areas determined according to the root cause analysis results are reported to the Corporate Risk Management, Management Systems and OHS Department. Corrective action is initiated in accordance with the "Corrective Action Procedure" (PR.006 // ANNEX-25).

The corrective action solution team leader and the manager of the unit determined according to the root cause analysis result are selected. Whether the corrective action/activities are carried out appropriately is controlled by the Environmental Engineer. The Environmental Aspect Impact Analysis (CBEA) is reviewed for each environmental accident and near miss event that occurs.

5.4. Marine Accidents:

When the event included in the definition of maritime accidents occurs, the process is carried out by the ship's master and DPA after the necessary actions are taken in accordance with the "Ship's Emergency Response Procedure" (PR.022 // ANNEX-21). "Notification Form" (FR.014 // ANNEX-16) is filled and sent to İDO Kaza Mail Group.

If there is a problem with the e-mail connection, the Notification Form (FR.014 // ANNEX-16) is delivered by the Captain to Eskihisar AV Operations Directorate / Operations Inspector. Eskihisar AV Operations Directorate/Operations Inspector sends the captain's report of the ship that had an accident, together with the form, and the set of photographs of the accident, if any, to the IDO Accident Mail Group.

Regarding the accident that occurred, the "Ports Regulation" published by the Ministry of Transport and Infrastructure states that the "Relatives of the ships and coastal facilities coming to the port administrative area, determine the marine accidents, important machine failures, and general navigational safety that occurred during the cruise, at the anchorage area or at the coastal facility. It is obliged to notify the port authority of objectionable matters and crimes committed on the ship, immediately via VHF or other appropriate communication tools, and a written report containing his/her opinions within twenty-four hours at the latest." The accident kit created to the Port Authority is sent within 24 hours in accordance with the provision. Notifications; It is done by the master of the ship when the conditions are available, and by the DPA if the conditions are not available.

Paragraph 1 of Article 7 of the Regulation on Investigation of Marine Accidents and Incidents "When a marine accident occurs, the following persons, institutions and organizations are obliged to notify the accident as soon as possible:

(a) Being severally liable; if the ship's captain or the ship's captain is unable to make a notification, the officer acting in his place, the ship's owner, operator or agent,

(b) In addition to the notification obligation in subparagraph (a), the relevant port authority in case of maritime accidents occurring within the area of responsibility,

Paragraph 2 "Notification regarding maritime accidents shall be made to the Main Search and Rescue and Coordination Center by using the most convenient means.

Paragraph 3 of "The ones who are obliged to report in accordance with the first paragraph, fill in the marine accident notification form in Annex-1 of the regulation, following the notification made to the Main Search and Rescue and Coordination Center, and submit to the Accident Investigation and Investigation Board of the Ministry of Transport, Maritime Affairs and Communications via the website or by mail. will be sent by e-mail or fax.

Root cause analysis in Marine Accidents is carried out by the Operations Manager (Land and Sea) / Eskihisar AV Operations Manager, Technical Manager, Management Representative / Occupational Safety Specialist and DPA upon request that will arise as a result of the DPA

assessment. Representatives from units deemed necessary according to the nature of the accident may also be included.
Areas of improvement determined according to root cause analysis results are reported to DPA. Corrective action is initiated in accordance with the "Corrective Action Procedure" (PR.006 // ANNEX-25). The corrective action solution team leader and the manager of the unit determined according to the root cause analysis result are selected. DPA controls whether the corrective action/activities are carried out appropriately.

5.5. Passenger Accidents:
Accidents that occur at our terminals should be reported to the İDO Accident Mail Group by filling out the "Notification Form" (FR.014 // ANNEX-16) form by the Terminal Chief, and the accidents occurring in our ships by the Captain or Eskihisar AV Operations Directorate/Operation Inspector. During the notification, a picture of the accident site must be taken and sent with the form.
Root cause analysis is carried out by the Management Representative, DPA, Operations Inspector and/or Captain if the accident occurred on board after passenger accidents, and by the Management Representative, DPA, Land Operations Inspector and/or Terminal Chief if the accident occurred at our land terminals. Where necessary; In order to initiate the necessary activities for the implementation of the improvement areas determined according to the results of the root cause analysis, the root cause and the necessary actions are communicated to the Corporate Risk Management, Management Systems and OHS Department, in accordance with the "Corrective Action Procedure" (PR.006 // ANNEX-25). Corrective action is initiated with the opening. The corrective action solution team leader and the manager of the unit determined according to the root cause analysis result are selected. Whether the corrective action/activities are carried out appropriately is controlled by the Corporate Risk Management, Management Systems and OHS Department and the relevant unit manager.

5.6. Follow-up of the Health Status of the Accidental Employee and/or Passenger
The health status of the employee and/or passenger who had an accident is followed up by the Health Unit, and the Corporate Risk Management, Management Systems and OHS Department is constantly informed, verbally and in writing, via e-mail. In cases where the number of casualties is high, the health unit can receive support from other units for follow-up.
The Corporate Risk Management, Management Systems and OHS Manager informs the General Manager about the health status of the employee and/or passenger via phone and/or e-mail.

5.7. Accident / Incident Records

Root cause analysis is performed in all accidents that occur in İDO, and the causes that cause the accident are determined. For the determined reasons, necessary corrective actions are taken in accordance with the "Corrective Action Procedure" (PR.006 // ANNEX-25) and efforts are made to prevent the reoccurrence of the accidents.

The accident kit prepared with the "Notification Form" (FR.014 // ANNEX-16), statement reports and photographs filled in regarding the accidents are stored in the "IDO Accident" Folder in the digital environment. Accident sets are transferred to digital media by the relevant units and recorded in the “IDO Accident” Folder as stated below.

Files containing the accident kit and other official documents prepared for the accidents;

Work and Passenger Accidents; Enterprise Risk Management, Management Systems and OHS Management

Environmental Accidents; Fuel and Environment Directorate

Marine Accidents; It is stored by DPA.

5.8. Incident and Accident Statistics

Monthly statistical reports are prepared by the Corporate Risk Management, Management Systems and OHS Directorate for occupational accidents, occupational health and safety-related dangerous situations/behaviors and near misses, and are evaluated by the committee at OHS board meetings.

Occupational accidents are calculated on a monthly basis as occupational accident frequency rate and weight rate. Frequency rate and weight rate calculations are prepared as two separate data for all accidents and recorded in the QDMS system as a process performance indicator.

Statistics containing numerical information about the number of accidents and the section where the accident occurred are calculated by the Fuel and Environment Directorate.

For maritime accidents, the accident rate per 100,000 voyage and the accident rate per 100,000 nautical miles are calculated monthly and the accident cost analysis is done.

While making cost analysis;

- Average employee cost,
- Repair cost of vehicle and equipment damage,
- The repair cost of the ship, the cost of deprivation of operational income during the repair period, parameters are used.

ANNEX-25 CORRECTIVE ACTION PROCEDURE (PR.056)

1. PURPOSE

It is the identification of nonconformities and potential causes that may lead to nonconformity according to management systems standards (ISO 9001, ISO 10002, ISO 14001, ISO 45001, ISO 27001 and ISM), initiating activities to eliminate them by making necessary analyzes and controlling the effectiveness of the activities carried out.

2. SCOPE

All non-compliances identified under management systems standards, legal and other requirements, customer requirements, and company procedures.

3. RESPONSIBLE

The Management Representative / DPA is responsible for the complete execution of this procedure.
The authority to make changes in this procedure belongs to the General Manager. The proposed changes are submitted for the approval of the General Manager through the Management Representative / DPA.
The authority to abolish this procedure wholly or partially belongs to the General Manager.
All İDO Istanbul Sea Buses San. ve Tic. Inc. personnel are responsible for the implementation of this procedure.

4. DEFINITIONS

İDO: İDO İstanbul Sea Buses Industry and Trade. Inc.
QDMS: Document Management System software
YGG: Management Review meeting
Nonconformity: These are practices that are contrary to Management Systems standards, legal requirements, customer requirements and company procedures.
Non-compliance according to the Regulation on the Application of the International Safety Management Code to Turkish Flagged Ships and their Operators: An identifiable negligence that poses a serious danger to personnel, ship safety or the environment, requiring immediate action, or an effective failure of an obligation contained in a mandatory rule, regulation or Management manual. and the lack of systematic practice.
Corrective Action: Actions taken to eliminate existing causes of nonconformity, defects, undesirable situations related to the service or system, and to prevent its recurrence or occurrence elsewhere.
Root cause analysis: It is an application that focuses on producing permanent solutions instead of eliminating the apparent causes of the problems. It is done in order to find the real reasons behind the nonconformity. Planning and performing improvements without analyzing what caused the nonconformity results in a misuse of resources and time.

DPA: DPA (Designated Person Ashore): Responsible for monitoring the safety of each vessel and ensuring adequate shore resources for vessel operations, able to engage directly with all levels of management of the operator, including the highest level officials, to create a link between the ship and the operator; and It refers to the appointed person who has full authority in the IMS application appointed by the operator.

5. APPLICATION

5.1. Detection of Nonconformities

All employees are obliged to detect and report any nonconformities that have occurred or are likely to occur, and to take measures to eliminate the cause and prevent their recurrence.

Existing and potential nonconformities are identified from data from the following sources:

- Internal/External Audit Reports
- Internal and External Repeated Customer Complaints
- Accidents/Dangerous Situation/Behavior/Near Miss Notifications
- Process Control Reports
- Repeated Failure Records
- Legal Non-compliances
- Ship Controls within the scope of ISM
- Notifications of Nonconformity

A copy of the final reports of all external audits (Class Audit, audits by State Institutions, audits by Insurance Companies, etc., excluding financial audits) carried out within the body of İDO by Department Managers/Unit Managers for Corporate Risk Management, Management Systems and Occupational Health and Safety forwarded to the Department. All external audit findings within this scope are nonconformities and corrective action is initiated by creating an audit record in line with this procedure.

5.2. Notification of Nonconformities

Article 5.1. In case any non-compliance is detected by the employees from the sources specified in the Detection of Non-Conformities, the employees fill in the “Notification Form” (FR.014 // ANNEX-16), attach the photographs and additional files related to the nonconformity to the form, if any, and send it to the Management Systems Unit (yonetimsistemleri@ido).com.tr) forwards.

The Management Systems Unit enters the reported nonconformity into the QDMS CAPA module and opens the nonconformity record.

While creating the record in the system, the "Notification Form" (FR.014 // ANNEX-16) and other attachments, if any, are scanned as PDF and added to the record. The notifying person's name is selected on the detail information screen.

For the notifications approved by the Management Representative/DPA, the Management Systems Unit prepares a “Letter of Appreciation” (FR.136 // QDMS is accessible in our System), signed by the Management Representative/DPA and sent to the personnel who reported the nonconformity.

A copy of the external audit and internal audit result reports carried out within the body of İDO is sent to the Management Systems Unit by the Department Managers/Unit Managers.

According to the reports transmitted, an audit record is opened via QDMS and corrective action is initiated for the findings.
The Corporate Communications and Marketing Department, as the owner of the process regarding recurring customer complaints, discusses the reports with the Management Representative and initiates corrective action over QDMS for those who are decided.
As the owner of the process regarding recurring failures, the Technical Directorate initiates corrective action over QDMS for those who are decided by negotiating with the Management Representative / DPA related reports.
For Dangerous Situation/Behavior and Near Miss Incidents detected by the employees, action is taken according to the "Accident / Incident Management Procedure" (PR.056 // ANNEX-24). For Dangerous Situation/Behavior and Near Miss Incidents submitted with the "Notification Form" (FR.014 // ANNEX-16), a nonconformity record is opened by entering the QDMS CAPA module by the Management Systems Unit.
Corrective action is initiated by taking action according to the "Accident / Incident Management Procedure" (PR.056 // ANNEX-24) for all occupational accidents that occur within the body of IDO.
Corrective action is initiated by taking action in accordance with the "Accident / Incident Management Procedure" (PR.056 // ANNEX-24) for the accidents reported regarding Environmental Management.
Within the scope of the Occupational Health and Safety Management System, Hazardous Behavior/Condition and Near-Miss Incident Notifications and Occupational Accident notifications are archived in a folder opened on the IDO common computer system according to the “Accident/Incident Management Procedure” (PR.056 // ANNEX-24). Other Notification Forms and Internal/External Audit reports are archived electronically (QDMS) by the Management Systems Unit.

5.3. Corrective Action Initiation Confirmation

The authority to approve corrective action rests with the Management Representative/DPA. Nonconformity notifications entered into the system; For the approval to open corrective actions related to the ISM Management system, it falls to the DPA, and for the approval to open the corrective actions related to other (ISO9001, ISO10002, ISO14001, ISO 45001 and ISO 27001) management systems, the approval of the Management Representative falls.
The Management Representative and the DPA review the nonconformity notification in the opening approval and decide whether corrective action is needed. After the opening confirmation, an automatic e-mail is sent to the CPA Team Leader, stating that the CPA has been opened. If it does not consider it necessary to initiate any corrective action regarding the nonconformity notification, it rejects the notification in the opening confirmation on the system and indicates its reasons.

5.4. Planning and Execution of Actions

For corrective actions approved by the Management Representative/DPA, the person selected as the corrective action team leader is notified by e-mail.
Team Leader;

• The Management Representative creates a team with sufficient time, knowledge and skills from among the employees to solve the problem with DPA.
• Identifies possible causes of the problem and evaluates each potential root cause according to the source of the problem and the available data. Designs alternative corrective action to eliminate the root cause.
• Ensure that the identified corrective actions will resolve the problem and will not cause any unexpected adverse effects to the internal/external customer.
• Identifies and implements the permanent corrective action required. It examines the long-term effects, making sure the root cause is removed.
• Trainings are renewed, necessary revisions are made in the system and the work flow is reviewed in order to prevent its recurrence and occurrence elsewhere.
The team leader conducts a problem-solving meeting with the Management Representative, DPA and other team members, and evaluates the situation. Root causes of the problem are also discussed in this meeting.
In order to eliminate the nonconformity, prevent its recurrence and prevent it from occurring elsewhere, the team leader enters the root cause in the relevant corrective action record within 10 days and plans the action(s) from the "Actions" tab. In action planning, it determines the action to be planned, the person to do it, the end date of the action and the root cause determined to be done and prepares a work plan for the corrective action together with the team members. When the action is planned, an Action Planning Notification e-mail is automatically sent to the person(s) who will do the work via the system. The team leader is responsible for following the activity during the action and completing the action on the planned date.
Root causes and actions for Dangerous Behavior/Condition and Near-Miss Event Notifications and Work Accident Notifications within the scope of the Occupational Health and Safety Management System are determined by the OHS Committees. Risk Analysis current controls are reviewed while determining root causes and actions.
When all actions for corrective action are completed, an e-mail is sent to the Team Leader to write a report on the corrective action. If the Team Leader determines that the nonconformity has been resolved as a result of all the actions taken, he/she writes a corrective action report. After the final report, corrective action is directed for closure to the Management Representative/DPA who approves the opening.

5.5. Evaluation of Corrective Action Adequacy and Closure Approval
The effectiveness and adequacy of the actions taken before the corrective action is closed are reviewed. For this reason, the Management Representative/DPA who will close the corrective action should be sure of the effectiveness of the actions taken before the closing process. Before the corrective action is closed, it is monitored so that the results of the action cannot be seen immediately or the adequacy and effectiveness of the corrective action that requires observation in different locations.
For the corrective action pending in the closing approval, if the result of the actions requires monitoring, the Management Representative/DPA monitors the corrective action and enters the end date and tracking information into the QDMS system.

As a result of the actions taken, the monitoring officer makes the controls within the specified time and writes the monitoring report to the QDMS system. Management Representative/DPA closes corrective action based on monitoring report.
Within the scope of the Occupational Health and Safety Management System, the Occupational Health and Safety Board gives the adequacy and closure approval of the corrective actions opened as a result of Risk/Near Miss Incident Notifications and Accident Notifications. For this reason, the Management Representative, who will close the corrective action, monitors the corrective action to be closed after the necessary actions are completed and directs it to the Occupational Safety Specialist / Workplace Physician. After the post-monitoring approval of the Occupational Safety Specialist/Workplace Physician, the corrective action is closed by the Management Representative.
The Management Representative gives the adequacy and closure approval of the corrective actions opened within the scope of the Environmental Management System. For this reason, after the necessary actions are completed, the Management Representative monitors the corrective action for the closure and directs it to the Environmental Engineer. According to the monitoring results of the Environmental Engineer, the corrective action is closed by the Management Representative.
In cases where the actions taken to eliminate the nonconformity are deemed insufficient by the Management Representative/DPA, a re-action is planned for the corrective action. The process continues until the root causes of nonconformity are effectively and adequately eliminated.
Each department manager is responsible for identifying, following and concluding corrective actions and those responsible for eliminating existing or potential nonconformities and their causes that arise in their field of activity and arise from the practices of their own department or another department.
After the corrective action, the Management Representative/DPA ensures that the OHS Risk Analysis and/or Environmental Aspect Impact Analysis and/or Information Security Risks and/or risks and opportunities are updated by meeting with the process owners.

5.6. Control and Monitoring of Corrective Actions

For each stage of the corrective action process, when the dates entered in the stages of the corrective action are exceeded, the superior of the responsible persons is informed by e-mail that the work is delayed. Control and reporting of delayed corrective actions on a monthly basis is done by the Corporate Risk Management, Management Systems and Occupational Health and Safety Department.
The senior management monitors the corrective action results in the corrective action module reports at the YGG Meetings. All corrective actions that do not significantly affect customers and processes, are delayed for reasonable reasons and cannot be closed, are put on the agenda at YGG meetings and their reasons are discussed.
The adequacy and effectiveness reviews of the activities carried out to eliminate the nonconformity are made in accordance with the principles specified in the article 5.5.“Assessment of Corrective Action Adequacy and Closure Approval”. At the same time, the effectiveness of corrective actions opened in internal audits and YGG meetings are reviewed.

APPENDIX-26 ENVIRONMENTAL EMERGENCY INSTRUCTIONS (TL.057)

1. PURPOSE

To define Environmental Emergencies, to ensure the prevention of water and soil pollution, to determine and carry out the actions of the personnel and the enterprise in case of environmental emergencies.

2. SCOPE

IDO İstanbul Sea Buses Ind. ve Tra. Inc. covers all environmental emergencies that may occur in the areas where it is responsible and carries out its activities.

3. APPLICATION

3.1. ENVIRONMENTAL EMERGENCIES

• Fuel Leakage - Spill Emergency During Fuel Transfer to Ships
• Oil Drum or Waste Oil Transport Vehicle Leakage – Spill Emergency
• Fuel - Oil Leakage Emergency Situation from Customer Vehicles at Vehicle Storage Areas
• Fuel to Sea - Oil Leakage Emergency
• Emergency Situation of Leakage - Spillage of Chemical Materials in Usage and Storage Areas
• Waste Storage Area Hazardous Material Leakage Emergency

3.2. Emergency Response Teams and Methods to be Applied

The personnel to be assigned to the emergency response teams will be selected from those who have received Emergency Response Equipment Use Training regarding their duties. The shift planning of the Response Personnel will be planned with at **least 1** Intervention Personnel in each shift and will be specified in the "Emergency Teams" (FR.355 // ANNEX-3) list.

3.2.1. Fuel Leakage to Land During Fuel Transfer to Ships – Spill Emergency

Teams; Fuel Staff - Tanker Driver - Sailor - Oilman - Chief Engineer / Chief Machinist - Terminal Chief - Captain

Methods to be Applied During the Intervention;

• Oil Spill kits are available at the terminal area during fuel transfer.
• To prevent spillage, fuel sources are cut off, and the spill is surrounded with the Gator boom to contain the leak.
• With the help of oil gator and cotton pad, the spill is absorbed.
• With the help of the broom and dustpan included in the Spill kit, the oil gator that has absorbed the spill is cleaned.
• Contaminated oil gator and cotton pad are placed in waste collection bags and delivered to the nearest temporary waste storage area.

3.2.2. Oil Drum or Waste Oil Transport Vehicle Land Leakage – Spill Emergency

Teams; Fuel Element – Tanker Driver – Terminal Chief

Methods to be Applied During the Intervention;

• Oil Spill kits are kept ready for any situation that may occur in the terminal area.
• To prevent spillage, it is controlled by surrounding the spillage with the Gator boom.
• With the help of oil gator and cotton pad, the spill is absorbed.
• With the help of the broom and dustpan included in the Spill kit, the oil gator that has absorbed the spill is cleaned.
• Contaminated oil gator and cotton pad are placed in waste collection bags and delivered to the nearest temporary waste storage area.

3.2.3. Fuel - Oil Leakage Emergency Situation from Customer Vehicles at Vehicle Storage Areas

Teams; Terminal Chief – Wharf Officer – Land Operations Inspector

Methods to be Applied During the Intervention;

• Oil Spill kits are kept ready for any situation that may occur in the terminal area.
• To prevent spillage, it is controlled by surrounding the spillage with the Gator boom.
• With the help of oil gator and cotton pad, the spill is absorbed.
• With the help of the broom and dustpan included in the Spill kit, the oil gator that has absorbed the spill is cleaned.
• Contaminated oil gator and cotton pad are placed in waste collection bags and delivered to the nearest temporary waste storage area.

3.2.4. Marine Fuel - Oil Leakage Emergency

Teams; Terminal Chief – Pier Attendant – Land Operations Inspector – Seaman – Oiler – Chief Engineer / Chief Machinist - Captain

Methods to be Applied During the Intervention;

In cases where oil, fuel or waste material leaks/spill from the ship's tank to the sea during operations on land or in cases such as crashing ashore or colliding with another ship, a fuel barrier is used in a size that can surround the ships in the terminals where Oil - Fuel and Hazardous waste are supplied.
• Emergency response; With the help of the service boat belonging to IDO, the fuel barrier in the terminals where Oil - Fuel and Hazardous waste is supplied is opened by trained personnel.
• The spillage on the surface is absorbed by throwing a cotton pad or oil gator on the leakage/spill that is brought under control with the barrier.
• Absorbed material is collected from the surface.
• Considering the size of the spill with the first response, support is requested by contacting the IMM Marine Services Directorate.
• Contaminated (hazardous) wastes resulting from cleaning are delivered to the nearest temporary waste storage areas.

3.2.5. Leakage-Spill Emergency Situation of Chemical Materials at Usage and Storage Areas

Teams; Terminal and Workshop Environmental Emergency Response Teams and/or Ship Personnel

Methods to be Applied During the Intervention;

In the event of a possible leak-spill in storage and usage areas, the above-mentioned teams follow the precautions against accidental spreading of the chemical that caused the leak-spill, as specified in the safety data sheet, and it is disposed of. In case of hesitation in case of leakage or spillage of more than one chemical, the Environmental Engineer is notified of the incident and his opinions are acted upon. If necessary, it communicates with the Environmental Engineer, Occupational Safety Specialist and Workplace Physician.

3.2.6. Hazardous Material Leakage Emergency in Waste Storage Areas

Teams; Storage Area Manager – Terminal Supervisor – Environmental Engineer

Methods to be Applied During the Intervention;

• In the Temporary Waste Storage areas, there are connection leakage channels to the blind well so that liquid spills do not leak out.

• In case of leakage at the level to overflow, the oil spill kits in the areas are prevented from mixing with the soil and the sea by the storage area manager, and action is taken in line with the information coming from the Fuel and Environment Directorate.

3.3. Emergency Trials and Post-Documentation Requirements

In order to be prepared for Defined Environmental Emergencies and to improve the reaction habits of the personnel, drills will be organized by organizing an "Environmental Emergency Drill Form" (FR.356 // QDMS is accessible in our System) with the participation of all team members at least once a year.

After an emergency, the "Notification Form" (FR.014 // ANNEX-16) will be filled by the unit manager responsible for the scene and according to the "Accident/Incident Management Procedure" (PR.056 // ANNEX-24), the records and accident scene photos will be shared with İDO Kaza Mail Group.

All kinds of contaminated waste that may occur after the drills and emergency response will be disposed of in accordance with the legal requirements within the scope of IDO Waste Management, and the Environmental Dimension and Impact Analyzes will be reviewed and updated by analyzing the unpredictable Environmental Dimensions and Impacts.

Corrective action will be initiated in accordance with the "Corrective Action Procedure" (PR.006 // ANNEX-25) against the deficiencies detected during the exercises.

3.4. Emergency Communication

For all environmental emergencies, the Fuel and Environment Directorate must be informed first. In addition, according to the "Emergency Ship Land Communication List (FR.266 // ANNEX-3), communication should be made with the relevant persons.

APPENDIX-27 WASTE MANAGEMENT PROCEDURE (PR.019)

1. PURPOSE

As the management maintains the high-level environmental protection standard in the ship and land facilities, it will adopt all its personnel and land facility as a part, and will make their equipment.

2. SCOPE

Included in all ships and onshore facilities.

3. RESPONSIBLE

The Operations General Manager is responsible for the entire operation of this unit.
The authority of this assistance belongs to the General Manager. Making a meeting with the Head Office with the help of assistance.
You are authorized to purchase from this section.
All İDO Istanbul Sea Buses San. ve Tic. ASPECT. responsible for being cheaply designed.

4. DEFINITIONS

IDO A.S: IDO İstanbul Sea Buses Ind. ve Tra. Inc.
Domestic Waste: Solid wastes from places such as gardens, parks and picnic areas, which do not fall under the concept of hazardous and harmful waste discharged from residences,
Packaging Waste: Waste of sales, secondary and transport packaging, which is used for the presentation of the product during the delivery of the products or any material to the consumer or the end user, excluding the production residues, and the wastes of the sales, secondary and transportation packages, including the expired reusable packaging formed after the use of the product, which are thrown into the environment or left behind,
Hazardous Waste: Waste with an asterisk (*) next to the six-digit waste code in Annex-4, bearing one or more of the dangerous features in Annex-3/A of the Waste Management Regulation dated 02.04.2015 and numbered 29314. ,
All Land Facilities: All terminal buildings, workshops, Headquarters building and warehouse belonging to Istanbul Sea Buses Inc.,
Environmental Officer: The officer who evaluates the compliance of the activities of the facilities subject to inspection with the legislation in accordance with the Environmental Law and the regulations enacted on the basis of this Law, which causes and/or may cause environmental pollution as a result of its activities, and evaluates whether the measures taken are implemented effectively, and organizes annual inspection programs within the facility,
Mutagen: Substances that can cause hereditary genetic damage or accelerate the formation of this effect when inhaled, taken orally, or penetrated the skin,
MoTAT: Expresses the Mobile Waste Tracking System.

5. APPLICATION

In order to reduce the amount of litter generated on board and on land facilities, the business should request from suppliers products that are not excessively waste, that can be reused or replaced when washed. In any case, care should be taken to choose recyclable materials.

Within the framework of orientation trainings, training is given to all newly recruited personnel on the subject of separate collection, storage and transfer of garbage under hygienic conditions and at its source, in order to prevent pollution within the scope of ISO 14001 Environmental Management System. The training is given by the Environmental Engineer/Officer working within the body of İDO A.Ş and the signatures of the participants are taken on the “Training Participation Monitoring Form” (FR.095 // is accessible in our QDMS System).

The practices to be implemented on garbage collection, storage, processing, disposal and the use of tools related to these issues on board, which all personnel must comply with, are specified in the Garbage Registry. The garbage log book is taken as required by law and must be destroyed by keeping it in accordance with the legislation.

The procedures regarding the delivery of the garbage to the receiving facility or to another ship are made with the "Waste Delivery Record" (FR.089 // is accessible in our QDMS System) and recorded in the "Garbage Registry". Each record is signed and certified by the captain or the seafarer authorized by the captain. The Garbage Registry is kept on board for a period of 2 years, as specified in the “MARPOL 73/78 International Convention for the Prevention of Pollution of the Seas by Ships”.

Since it will be difficult to separate the garbage according to the types after it is collected, it is necessary to classify it at the collection stage.

The captain or the seafarer authorized by the captain is responsible for the waste works on the ship as an environmental control officer. He will supervise the complete fulfillment of all relevant rules. The related shipper is responsible for the deck wastes on the ships, and the oiler is responsible for the machinery wastes. The responsibility of the buffet and passenger lounges is the cleaning team supervisor.

Garbage is stored in a suitable location, in bins colored in the color of the bins and on which the type of garbage to be placed is written.

Four types of bins have been identified and these separator bins have been set up in land facilities and in the accommodation areas of ships. These boxes are painted in different colors and the type of garbage used is written on them.

Black: Other Wastes

Blue: Plastic, Glass, Metal

Green: Paper and Packaging

Red: Oily linseed and other oily goods and hazardous wastes (Hazardous Waste: Lethal for humans and animals even at low doses. They are toxic, carcinogenic, mutagenic and teratogenic for humans and other living forms, explosive, corrosive and reactive substances with flammability at low temperatures. Example : Paint cans, chemical containers, oil cans and barrels, Wastes such as cloth, gloves, rags contaminated with dangerous substances, Paint and varnish residues, Old batteries and accumulators, Fluorescent lamps, Cable wastes containing oil, etc.)

Various garbage collected on all our ships are collected separately at the source and transferred to the storage department according to the voyage status. The sorted hazardous waste accumulated here is delivered to the Temporary Waste storage areas established in Yenikapı, Bostancı, Sirkeci and Eskihisar terminals by the ship's responsible personnel, by issuing a "Waste Delivery Report" (FR.089 // is accessible in our QDMS System). Domestic wastes and packaging wastes generated on the ships are included in the garbage collection system of the municipality to which they are connected by the cleaning personnel on the ship.

Domestic and packaging wastes formed and separated on ships are left in the garbage container located in the terminal area of the municipality to which they are affiliated by the ship cleaning personnel.
Hazardous Wastes are delivered to the Fuel element by the Responsible Ship Personnel in return for a "Waste Delivery Report" (FR.089 // is accessible in our QDMS System). For the hazardous wastes received, the Fuel element requests the collection of these wastes from the Technical, Fuel and Environment Directorate. The purchase request is made by e-mail and/or telephone.

The garbage, which is given to the garbage storage department on the ships, is stored in bags that are strong enough to maintain the health and safety conditions, considering the duration and conditions of the journey.
All land facilities, after service/production activities and maintenance activities, and after temporary project activities, collect the wastes separately at the source and deliver them to the Temporary Waste Storage area by issuing a "Waste Delivery Report" (FR.089 // is accessible in our QDMS System) by the activity responsible. it does.

At the piers with a temporary waste storage area; The wastes defined in the "Waste Delivery Record" (FR.089 // is accessible in our QDMS System) and the "Waste Management Regulation" are delivered to the waste site by the responsible person. The sent wastes are weighed at the waste sites, and the amount is recorded on the form by the "Waste Site Manager". The original copy of the form is archived by the Terminal Officer. The other 2 copies are delivered to the Waste Site Officer. The Waste Site Officer sends a copy of the form to the Environmental Engineer. The Environmental Engineer processes the submitted "waste forms" into the waste tracking chart.

At the piers where there is no temporary waste storage area; If it is possible to transport the waste (under 50kg), the "Waste Delivery Report" (FR.089 // is accessible in our QDMS System) is filled out in 3 copies by the Terminal Officer. Two copies of the form and the waste are delivered to the nearest Temporary Waste storage area. "Waste Site Manager" weighs the waste and writes the amount on the form. One copy of the form is sent to the Environmental Engineer monthly by the Temporary Waste Storage Area Supervisor, and the other copy is archived at the Temporary Waste Storage Area Supervisor. The Environmental Engineer processes the forms into the "Waste Tracking Chart" on a monthly basis and transmits the amount of waste to the Terminals through Regional Officers. Terminal

Responsibles archive the amount of waste by processing the original copy in their possession.

If it is not possible to transport the waste (over 50kg) at the piers where there is no temporary waste storage area, a request is made by the Terminal Officer to the Environmental Engineer to collect the waste. The Environmental Engineer makes plans for the collection of waste with a licensed waste collection company and opens a waste collection request through MoTAT, the online system application of the Ministry of Environment and Urbanization, and ensures the dispatch of the wastes. "Waste Delivery Record" (FR.089 // is accessible in our QDMS System) is filled in by the Terminal Officer and delivered to the Temporary Waste Storage Area Supervisor, who is directed to the terminal where the waste will be collected, in 2 copies. The original copy is archived by the Terminal Supervisor. a copy is forwarded to the Environmental Engineer.
All wastes covered by the Regulation on Control of Excavated Soil, Construction and Demolition Wastes are disposed of in accordance with legal requirements under the responsibility of the relevant subcontractors or Construction Affairs Directorate.

For all wastes with hazardous waste characteristics, it requests the collection of these wastes from the Technical, Fuel and Environment Directorate by e-mail (at least 2 days before). Organizations that provide food/beverage services at our sites collect their household waste, packaging waste and vegetable waste oil separately, store them in the relevant containers in the spaces allocated to them, and ensure their disposal in accordance with the provisions of the relevant regulation.
The wastes originating from the Health Units are disposed of as defined in the "Health Services Procedure" (PR.041 // is accessible in our QDMS System).

Domestic wastes and packaging wastes originating from the Health Units are left by the health personnel to the garbage container of the local municipality located at the İDO A.Ş site.
Domestic and packaging wastes arising from office activities in the Headquarters of İDO A.Ş. are collected in triple separate boxes inside the offices. The accumulated waste is collected by the cleaning personnel and included in the garbage system of the local municipality.
Batteries, cartridges and electronic wastes arising from office activities are delivered to the Temporary Waste storage area by issuing a “Waste Delivery Record” (FR.089 // is accessible in our QDMS System).

Disposal records of these wastes are kept by the relevant companies in the fields where they carry out their activities, and they are open to the inspection of İDO A.Ş.
Waste Oil and Bilge wastes generated at the sites are treated according to the 'Bilge and Waste Oil Discharge Procedure' (PR.018 // is accessible in our QDMS System).

Land terminals and ships discharge the generated Domestic Waste Water to the sewage system of the relevant municipalities by using closed circuit connections. Ships operating on the Eskihisar - Topçular line will discharge their Domestic Waste Water to the Biological

Wastewater Treatment Plant located in the Topçular terminal. The said treatment is connected to the Taşköprü Municipality Sewerage system and is discharged to the sewerage system in accordance with legal requirements. The maintenance of these facilities is the responsibility of the Directorate of Technical, Fuel and Environment, and the quality of the effluent will be constantly monitored and recorded in the "Wastewater Treatment Plant Tracking Form (FR.255 // is accessible in our QDMS System). Domestic wastewater will not be given directly to the receiving environment (sea, etc.) in any way. Terminals, which do not have a sewer connection and collect their waste water in a septic tank, periodically remove the accumulated waste water with the dexterity of the municipal approved vacuum truck and dispose of it at the affiliated municipal wastewater treatment facility. Records of these transactions are kept by the Land Operations Directorate.

In the temporary waste storage areas, the received packaging and household wastes are reclassified by the temporary waste storage area responsible and delivered to the waste collection system of the relevant municipality or licensed institutions in accordance with the relevant regulations.
The maintenance of the generators in the terminals is done by the contracted company. If the contaminated wastes and waste oils generated during the maintenance are less than 50 kg, the maintenance company is delivered to the nearest temporary waste storage areas by issuing a "Waste Delivery Report" (FR.089 // is accessible in our QDMS System). If it is not possible to transport the waste (over 50kg) at the piers where there is no temporary waste storage area, a request is made by the Terminal Officer to the Environmental Engineer to collect the waste. Environmental Engineer makes planning for waste collection with a licensed waste collection company.
It opens a waste purchase request through MoTAT, which is the online system application of the Ministry, and ensures the sending of wastes.

İDO Temporary Waste Storage Areas meet the conditions in accordance with the Waste Management Regulation, which was published in the Official Gazette dated 02.04.2015 and numbered 29314. In this context, an Industrial Waste Management Plan was prepared for each area by the Technical, Fuel and Environment Directorate, submitted to the affiliated Provincial Directorates of the Ministry of Environment and Urbanization, and the approval letters and Temporary Waste Storage Permits were obtained. The validity period of the Industrial Waste Management Plan Approval letters is 3 years, and the plans will be revised and submitted to the Provincial Directorates again before this period expires. Temporary Waste Storage permits are indefinite and must be obtained again when any changes are made in the waste areas or when they are moved from their current location to another point.

Due to the storage of hazardous wastes in Temporary Waste Storage Areas, Waste Management Regulation Article 13/7, published with the Official Gazette dated 02.04.2015 and numbered 29314, Article 13/7 “For hazardous waste temporary storage areas/containers, in accordance with the provisions of Article 16, regardless of the quantity, Hazardous Substances and Hazardous Waste Mandatory Financial Liability Insurance is made.” Dangerous Goods and Hazardous Waste Compulsory Liability Insurance for 1 year is taken out in accordance with the provision. Upon the request of the Ministry of Environment and Urbanization, the phrase "Wastes within the scope of the Environmental Law No. 2872" must be included in this policy.

Legal notifications of all wastes received from ships and land facilities are made by the Technical, Fuel and Environment Directorate to the relevant authorities in accordance with the directives of the relevant legal regulations. In addition, these wastes are recorded and followed up by the Technical, Fuel and Environment Directorate.

APPENDIX-28 EMERGENCY EVALUATION FORM (FR.351)

ido	**EMERGENCY EVALUATION FORM**	**FR.351**

DATE	**:**
LOCATION	**:**
EMERGENCY	**:**

EVALUATION :

SUGGESTIONS :

AUTHORIZED / SIGNATURE :

APPENDIX-29 EMERGENCY EXERCISE FORM (FR.290)

	EMERGENCY EXERCISE FORM	FR. 290 / 05

LOCATION :		EXERCISE TYPE	EVACUATION
EXERCISE DATE :			FIRST AID ☐ MAN FALL TO SEA ☐

SCENARIO :

STOPWATCH:

PHOTOGRAPHER:

PURPOSE OF EXERCISES:

EXERCISING TARGET:

EXERCISES START/END TIME:

NOTIFICATION (CALL/ARRIVAL) TIMES TO EMERGENCY TEAMS:

SECURITY:
FIRE DEPARTMENT:
HEALTH UNITS:
AFAD:
SAFETY UNITS:
OTHER:

DEFECTS DURING THE EXERCISE :
EXERCISE POSITIVE FINDINGS (REALIZATION OF OBJECTIVES AND TARGETS):
PRECAUTIONS TO TAKE:
RESULT OF EXERCISES:
ORGANIZING/REPORTING THE EXERCISE: SIGNATURE:

PARTICIPANT LIST			
ROW NU	**NAME SURNAMA**	**MISSION**	**SIGNATURE**
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APPENDIX-30 TRANSITIONAL HAZARDOUS SUBSTANCES AND GENERAL MEDICAL ADVICE

We provide the passage of Packaged Dangerous Goods and Explosives in our terminal.
Our own ships are not used.
Classified items passing through our terminals are as follows.

Note: For products with multiple hazards, see the medical advice for those hazards.

CLASS 1 - Major Passing Explosives and General Medical Advice:

UN NO	NAME	TYPE	1. DANGER	2. DANGER	3. DANGER
0241	EXPLOSIVE, DESTRUCTIVE, TYPE E	.	1.1 D	.	.

Ingestion: Rinse mouth with water, then drink 1-2 glasses of water. Seek medical attention if large amounts have been swallowed. Do not vomit. In case of vomiting, more water should be given and medical attention should be given.
Eye Contact: Flush with plenty of water for 10-15 minutes. If the problem persists, seek medical assistance.
Skin Contact: Clothing that has come into contact with the product should be removed and washed before re-wearing. In case of contact with the skin, the contact area should be washed with plenty of water and medical attention should be sought if the symptoms persist.
Inhalation: Move to fresh, open air. If the problem persists, lie down and seek medical assistance.

The information given above is purely general advice. This information may vary according to the chemical substance. Recommendations are not commitments. For definite interventions, the product SDS should be checked and the Doctor should not be contacted.

CLASS 2 - Major Passing Gases and General Medical Advice:

2.1: Flammable Gases
2.2: Non-Flammable, Non-Toxic Gases
2.3: Toxic Gases

UN NO	NAME	TYPE	1. DANGER	2. DANGER	3. DANGER
1001	ACETHYLENE, DISSOLVED	.	2.1	.	.
1005	AMMONIA	ALKALINES	2.3	8	.
1011	BUTANE		2.1	.	.
1013	CARBON DIOXIDE	.	2.2	.	.
1017	CHLORINE	.	2.3	5.1	8
1033	DME	.	2.1	.	.
1040	ETHYLENE OXIDE	.	2.3	2.1	
1041	ETHYLENE OXIDE + CARBON DIOXIDE	.	2.1	.	.
1049	HYDROGEN	.	2.1	.	.
1057	LIGHTERS	.	2.1	.	.
1066	NITROGEN, COMPRESSED	.	2.2	.	.
1070	NITROUS OXIDE	.	2.2	5.1	
1072 / 1073	OXYGEN	.	2.2	5.1	.
1075 / 1965	LPG	.	2.1	.	.
1079	SULFUR DIOXIDE	.	2.3	8	.
1950	AEROSOL	.	2	.	.
1954	COMPRESSED GAS, FLAMMABLE	.	2.1	.	.
1956	COMPRESSED GAS	.	2.2	.	.
1962	ETHYLENE	.	2.1	.	.
1971	METHANE, COMPRESSED or NATURAL GAS	.	2.1	.	.
1969	ISOBUTANE	.	2.1	.	.
1972	LNG	.	2.1	.	.
1977	NITROGEN, REFRIGERATED LIQUID	.	2.2	.	.
1978	PROPANE	.	2.1	.	.
2201	NITROGEN OXIDE, REFRIGERATED LIQUID		2.2	5.1	.

Class 2.1 - Medical Advice for Flammable Gases:
Inhalation: Remove to fresh air and rest. Rinse nose and mouth with water. If necessary, artificial respiration and heart massage should be applied, and oxygen should be given if available. Consult a doctor if any discomfort persists.
Ingestion: Immediately rinse mouth. Keep the person under observation. Do not vomit. Keep head low in case of vomiting. Take these instructions with you to the hospital.
Skin Contact: In case of contact with skin in liquid form, wash with plenty of water. Remove contaminated clothing immediately. Wash contaminated skin immediately and pour water over it.
Eye Contact: Immediately flush eyes with plenty of water, keeping eyelids apart. If symptoms occur after washing, seek medical advice immediately.

Class 2.2 - Medical Advice for Non-Flammable, Non-Toxic Gases:
Inhalation: Causes asphyxiation at high concentrations. Symptoms include loss of consciousness and lethargy. The patient may not be aware that he is choking. The patient should be immediately taken to an uncontaminated area. Rescue personnel must be equipped with a breathing apparatus. The patient should be kept warm and comfortable. A doctor should be consulted immediately. If breathing has stopped, artificial respiration should be given.
Ingestion: Immediately rinse mouth. Keep the person under observation. Do not vomit. Keep head low in case of vomiting. Take these instructions with you to the hospital.
Skin Contact: In case of contact with skin in liquid form, wash with plenty of water. Remove contaminated clothing immediately. Wash contaminated skin immediately and pour water over it.
Eye Contact: Immediately flush eyes with plenty of water, keeping eyelids apart. If symptoms occur after washing, seek medical advice immediately.

Class 2.3 - Medical Recommendations for Toxic Gases:
Inhalation: Remove to fresh air and rest. Rinse nose and mouth with water. If necessary, artificial respiration and heart massage should be applied, and oxygen should be given if available. Consult a doctor if any discomfort persists.
Ingestion: Immediately rinse mouth. Keep the person under observation. Do not vomit. Keep head low in case of vomiting. Take these instructions with you to the hospital.
Skin Contact: In case of contact with skin in liquid form, wash with plenty of water. Remove contaminated clothing immediately. Wash contaminated skin immediately and pour water over it.
Eye Contact: Eye Contact Flush eyes with plenty of water. If you are wearing lenses, continue to wash with plenty of water after removing them. Eyes should be washed with plenty of water for a minimum of 15 minutes. Afterwards, always seek medical help from a qualified person. If medical attention is not possible, continue rinsing for an additional 15 minutes.

Significant symptoms and effects, both acute and delayed;
Inhalation: Headache, dizziness, nausea, respiratory arrest
Ingestion: Nausea, vomiting.
Skin contact: Allergic reaction.
Eye contact: No information available.

The information given above is purely general advice. This information may vary according to the chemical substance. Recommendations are not commitments. For definite interventions, the product SDS should be checked and the Doctor should not be contacted.

CLASS 3 - Major Passing Flammable Liquids and General Medical Advice:

UN NO	NAME	TYPE	1. DANGER	2. DANGER	3. DANGER
1090	NAIL POLISH REMOVER	.	3	.	.
1202	DIESEL	.	3	.	.
1203	GASOLINE	.	3	.	.
1219	ISOPROPANOL	.	3	.	.
1263	RELATING TO PAINT OR PAINT	.	3	.	.
1266	PERFUME PRODUCTS	.	3	.	.
1863	AVIATION FUEL	.	3	.	.
1993	FLAMMABLE LIQUID	.	3	.	.
2055	STYRENE MONOMER (S4)	.	3	.	.

Inhalation: Remove to fresh air and rest. Rinse nose and mouth with water. If necessary, artificial respiration and heart massage should be applied, and oxygen should be given if available. Consult a doctor if any discomfort persists.
Ingestion: Immediately rinse mouth. Keep the person under observation. Do not vomit. Keep head low in case of vomiting. Take these instructions with you to the hospital.
Skin Contact: Take off contaminated clothing immediately. Wash contaminated skin immediately and pour water over it. If it has gotten into the clothing, remove it immediately and wash the skin with water. Large quantities: Remove contaminated clothing. Wash skin thoroughly with water. Consult a doctor if any discomfort persists.
Eye Contact: If contact lenses are present, they should be removed before washing the eyes. Immediately flush eyes with plenty of water while keeping eyelids apart. If symptoms occur after washing, seek medical advice immediately.

Significant symptoms and effects, both acute and delayed;
Inhalation: Respiratory tract irritation, cough. Headache. dizziness.
Ingestion: Nausea, vomiting, diarrhea. Headache. dizziness.
Skin contact: May cause redness and irritation.
Eye contact: Eye irritation, redness, watering of the eye.

The information given above is purely general advice. This information may vary according to the chemical substance. Recommendations are not commitments. For definite interventions, the product SDS should be checked and the Doctor should not be contacted.

CLASS 4 – Flammable Solids, Substances liable to Spontaneously Combustion and Substances which, in Contact with Water, Emit Flammable Gases and General Medical Advice:

Class 4 Substances have never been passed before.

4.1: Flammable solids, self-reactive substances, solid desensitized explosives and polymerizing agents
4.2: Substances liable to spontaneous combustion
4.3: Substances which, in contact with water, emit flammable gases

Inhalation: Remove to fresh air and rest. Rinse nose and mouth with water. If necessary, artificial respiration and heart massage should be applied, and oxygen should be given if available. Consult a doctor if any discomfort persists.
Ingestion: Immediately rinse mouth. Keep the person under observation. Do not vomit. Keep head low in case of vomiting. Take these instructions with you to the hospital.
Skin Contact: In case of contact with skin in liquid form, wash with plenty of water. Remove contaminated clothing immediately. Wash contaminated skin immediately and pour water over it.
Eye Contact: Immediately flush eyes with plenty of water, keeping eyelids apart. If symptoms occur after washing, seek medical advice immediately.

The information given above is purely general advice. This information may vary according to the chemical substance. Recommendations are not commitments. For definite interventions, the product SDS should be checked and the Doctor should not be contacted.

CLASS 5 – Oxidizing Substances and Organic Peroxides and General Medical Advice:

Class 5 Substances have never been passed before.

5.1: Oxidizing (Oxidizing) Substances
5.2: Organic Peroxides

Inhalation: Remove to fresh air and rest. Rinse nose and mouth with water. If necessary, artificial respiration and heart massage should be applied, and oxygen should be given if available. Consult a doctor if any discomfort persists.
Ingestion: Immediately rinse mouth. Keep the person under observation. Do not vomit. Keep head low in case of vomiting. Take these instructions with you to the hospital.
Skin Contact: In case of contact with skin in liquid form, wash with plenty of water. Take off contaminated clothing immediately. Wash contaminated skin immediately and pour water over it.
Eye Contact: Immediately flush eyes with plenty of water, keeping eyelids apart. If symptoms occur after washing, seek medical advice immediately.

The information given above is purely general advice. This information may vary according to the chemical substance. Recommendations are not commitments. For definite interventions, the product SDS should be checked and the Doctor should not be contacted.

CLASS 6 – Toxic and Infectious Substances and General Medical Advice:

Class 6 Substances have never been passed before.

6.1: Toxic Substances
6.2: Infectious Substances

Inhalation: Make sure to breathe fresh air. If breathing is difficult, remove the injured person to fresh air and keep him in a position comfortable for breathing.
Ingestion: Immediately rinse mouth. Keep the person under observation. Do not vomit. Keep head low in case of vomiting. Take these instructions with you to the hospital.
Skin Contact: Wash with plenty of soap and water. Get medical advice/attention immediately.
Eye Contact: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Rinse constantly. Get medical advice/see your doctor.

The information given above is purely general advice. This information may vary according to the chemical substance. Recommendations are not commitments. For definite interventions, the product SDS should be checked and the Doctor should not be contacted.

CLASS 7 – Radioactive Substances and General Medical Advice:

Radioactive cargoes are not within the scope of our Dangerous Goods Conformity Certificate. Therefore, it is not transferred.

CLASS 8 - Corrosive Substances and General Medical Advice:

Class 8 loads that were passed before are as follows. Over time, the amount has decreased a lot, there is hardly any transportation.

UN NO	NAME	TYPE	1. DANGER	2. DANGER	3. DANGER
1814	POTASSIUM HYDROXIDE SOLUTION	ALKALINES	8	.	.

Inhalation: Remove to fresh air and rest. Rinse nose and mouth with water. If necessary, artificial respiration and heart massage should be applied, and oxygen should be given if available. Consult a doctor if any discomfort persists.
Ingestion: Immediately rinse mouth. Keep the person under observation. Do not vomit. In case of vomiting keep head low. Take these instructions with you to the hospital.
Skin Contact: Take off contaminated clothing immediately. Wash contaminated skin immediately. If it has gotten into the clothing, remove it immediately and wash the skin with water.
Eye Contact: If contact lenses are present, they should be removed before washing the eyes. Immediately flush eyes with plenty of water while keeping eyelids apart.
The information given above is purely general advice. This information may vary according to the chemical substance. Recommendations are not commitments. For definite interventions, the product SDS should be checked and the Doctor should not be contacted.

CLASS 9 – Miscellaneous Hazardous Substances and General Medical Advice:

A wide variety of substances can be found in this class. It can be summarized as dangerous substances that do not belong to the previous 8 classes, but contain different hazards, especially for the environment. Therefore, no general advice can be given. The SDS of the product should be checked and the doctor should not be consulted.