



SNS GUARDS' RULES

HEALTH SAFETY ENVIRONMENTAL POLICY

It is SNS Ltd Policy to continuously promote a Safe & Pollution free operating environment within the context of the established Quality & Security Management System (QSMS).

In order to effectively implement its Health, Safety & Environment Protection Policy SNS Ltd:

- Ensures a safe and healthy working environment by taking the appropriate precautionary measures:
 - ✓ hostile environment training (including medical trauma and first aid training)
 - ✓ appropriate protective equipment (helmets ,gloves, bullet proof jackets, special glasses, lifejacket)
 - ✓ appropriately maintained and functioning weapons
 - ✓ medical support
 - ✓ excluding personnel with ill health, medical, psychological problems, misconduct, sexual harassment, alcohol or drug abuse or other improper behavior, as such issues are identified via proper channels including Master's and Team Leader's reports.
- Avoids incidents that could cause human injury, loss of life or damage to the environment, the property and assets under its management and control.
- Assesses all identified risks to its PCASP and the environment and establish appropriate safeguards.
- Protects the environment by implementing safe and pollution free operations.
- Ensures compliance with all National, International and Flag State Administration Legislation
- Takes into account all related guidelines, standards, codes and publications as applicable
- Implements a Quality and Security Management System that designates responsibilities and provides instructions and guidance.
- Prepares and trains shore based personnel and PCASP for handling emergency situations
- Practices at all times procedures for reporting and following up non-

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- conformities and accidents
- Monitors all safety and operational aspects.
 - Improves safety management skills of all personnel
 - Provides adequate resources for the effective implementation of the QSMS
 - Improves the QSMS by taking necessary action to tackle identified problem areas.

All Company employees are responsible for implementing this Health, Safety and Environmental Protection Policy.

The Quality and Security Manager is responsible for monitoring and reviewing this Safety & Environmental Protection Policy on a regular basis in order to ensure that it remains relevant and effective. As evidence of SNS Ltd commitment to the implementation of the established policy, this document is communicated to all levels of organizational structure and is posted at prominent positions within SNS premises.

Specifically:

a. ONCE ON BOARD

- i. When on board, SNS' personnel, should be aware of vessel's safety regulations, muster places (citadel), emergency procedures of the vessel, use of PPE.
- ii. Find the proper workplace facilities and be informed about the hot work restrictions, in particular when on board a tanker or LNG.
- iii. Restricted areas on board the vessel.

b. SMOKING REGULATIONS

- i. Smoking is allowed only in the designated areas on board a vessel.
- ii. Smoking by SNS' personnel having watch duty, is strictly prohibited on the bridge, even if master allows that.
- iii. Full compliance with port regulations, in particular when in terminal.

c. WORKING FOR HARDENING OF THE VESSEL

- i. Inform the Master or Chief Officer for these works and later on the Bosun.
- ii. Tools should be used only from authorized personnel (*e.g. fitter experience/qualification, or electrician qualification possession*).
- iii. Take the necessary precautions when you are exposed in danger during the hardening (*e.g. put razor close to the side/edge of the main deck*). Wear a lifejacket-use a safety belt-use a protective helmet.



- iv. Use of protective glasses and gloves is a critical requirement.
- v. Work together with your partner, if you work in sensitive/difficult places.
- vi. Select the right hand tool to do the job.
- vii. Take care that the area of working is oil spillage free.
- viii. Lifting items should be carried carefully - check their stability during lifting.
- ix. When you are involved in electronic/electrical connections (*e.g. citadel communications equipment*), be very careful, and follow the guidance of the vessel's electrician.
- x. Avoid touching any button/equipment that you are not authorized or familiar with (*e.g. CO2 emergency buttons, etc.*).

d. USE OF MOBILE PHONES ON BOARD

Use of mobile phones by SNS' personnel on board is allowed ONLY after Master's approval.

e. MAIN DECK ACCESS DURING FOUL WEATHER

- i. Full compliance with Master's orders.
- ii. In case of hardening inspection, in particular on the main deck, Master's approval is required.

f. MOVE IN ENCLOSED SPACES

- i. Get the permission first.
- ii. Be observed by another colleague.
- iii. Wear the appropriate dress.

g. GENERAL HAZARDS FOR SHIP AND TERMINAL

i. GENERAL PRINCIPLES

In order to eliminate the risk of fire and explosion on a tanker, it is necessary to prevent a source of ignition and a flammable atmosphere being present in the same place at the same time. It is not always possible to exclude both these factors simultaneously and precautions are therefore directed towards excluding or controlling one of them.

Cabins, galleys and other areas within the accommodation block inevitably contain ignition sources such as electrical equipment, matches and/or electric cigarette lighters. While it is sound practice to minimize and control such sources of ignition, for example by designation of approved smoking rooms, it is essential to avoid the entry of flammable gas.



ii. **SMOKING**

Smoking is known to present significant risks on board ships and therefore requires careful management. While the text of this section refers explicitly to smoking, the controls should also be applied to the burning of other products such as incense and joss sticks, a practice that has become common around the world. As with tobacco products, smoldering smoke-producing products should never be left unattended or allowed near bedding or other combustible materials.

SMOKING AT SEA

While a tanker is at sea, smoking should be permitted only at times and in places specified by the master. Smoking must be prohibited on the tank deck or any other place where petroleum gas may be present.

SMOKING IN PORT AND CONTROLLED SMOKING

Smoking in port should only be permitted under controlled conditions. Difficulties perceived in introducing a restrictive smoking policy, including a total ban, should not impede the implementation of such a policy if it is in the interest of safe operations. Appropriate measures should be in place, both on the ship and the shore, to ensure full compliance.

Smoking should be strictly prohibited within the restricted area enclosing all tanker berths and on board any tanker while at a berth, except in designated smoking places. Certain craft, such as barges designed without a permanent propulsion system, may have an accommodation clock or lesser structure affixed directly to the tank deck. The spaces beneath such a structure may be designed for the carriage of non-explosive and non-flammable products, but this does not guarantee that such spaces remain gas free.

LOCATION OF DESIGNATED SMOKING PLACES

The designated smoking places on a tanker or on shore should be agreed in writing between the Responsible Officer and the Terminal Representative before operations start. The Responsible Officer should ensure that all persons on board the tanker are informed of the selected places for smoking and that suitable notice, in addition to the tanker's permanent notices, are posted.

Certain criteria should be met in the selection of smoking places whenever petroleum cargos are being handles or when ballasting into non-gas free cargo tanks, purging with inert gas, gas freeing or tank cleaning operations are taking place. The criteria are:

- Smoking places should be confined to locations within the accommodation.



- Smoking places should not have doors or ports that open directly onto open decks.
- Account should be taken of conditions that may suggest danger, such as an indication of unusually high petroleum gas concentrations, particularly in the absence of wind, and where there are operations on adjacent tankers or on the jetty berth.

In the designated smoking places, all ports should be kept closed and doors into passageways should be kept closed except when in use.

While the tanker is moored at the terminal, even when no operations are in progress, smoking can only be permitted in designated smoking places or, after there has been prior agreement in writing between the Responsible Officer and the Terminal Representative, in any other closed accommodation.

When stern loading/discharge connections are being used, particular care must be taken to ensure that no smoking is allowed in any accommodation or space, the door or ports of which open onto deck where the stern loading/discharge manifold is located.

MATCHES AND CIGARETTE LIGHTERS

Safety matches or fixed (*car type*) electrical cigarette lighters should be provided in approved smoking locations. All matches used on board tankers should be of the safety type. The use of matches and cigarette lighters outside the accommodation should be prohibited, except in places where smoking is permitted. Matches should not be carried on the tank deck or in any other place where petroleum gas may be present.

The use of all mechanical lighters and portable lighters with electrical ignition sources should be prohibited on board tankers.

Disposable lighters present a significant risk as an uncontrolled ignition source. The unprotected nature of their spark producing mechanism allows them to be easily activated accidentally. The carriage of matches and lighters through terminals should be prohibited. Severe penalties may be under local regulations for non-compliance.

iii. CAMERAS

There is a wide range of photographic equipment available. Ships and terminals may encounter various types of camera in different situations-film crews with complex professional equipment and large batteries or the personal still or video equipment. The following general guidelines should be considered when deciding whether or not it is safe to use



particular camera. This guidance refers only to ignition hazards and does not consider security concerns that may require other restrictions on the use of cameras in some ports. Camera equipment that contains batteries may produce an incentive spark from the flash or the operation of electrically powered items, such as aperture control and film winding mechanisms. The equipment should therefore not be used in a hazardous area unless it is certified as being suitable for use in a hazardous area. Disposable cameras are available with a built in flash capability and care must be taken to ensure that these are not used in hazardous areas.

Photographic equipment is available which does not have a flash, or any battery or power operated parts, such as the non-flash plastic disposable types. These cameras can be considered safe for use in hazardous areas.

Cameras that are operated by a clockwork mechanism, or with direct mechanical devices for aperture setting and film winding, are also available and can be considered safe for use in a hazardous area.

OTHER PORTABLE ELECTRICAL EQUIPMENT

Any other electrical or electronic equipment of non-approved type, whether mains or battery powered, must not be active, switched on or used within hazardous areas. This includes, but should not be limited to, radios, and any other equipment that is electrically powered but not approved for operations in hazardous areas.

HOT WORK

For the purpose of repairs, modifications or testing, the use of soldering apparatus or other means involving a flame, fire or heat, and the use of industrial type apparatus, is permitted in a hazardous area within a terminal, provided that the area has first been made safe and certified gas free by an authorized person and is then maintained in that considered necessary on a berth where a tanker is alongside or on the berthed tanker, the joint agreement of the Terminal Representative and the Responsible Officer should first be obtained and a Hot Work Permit issued.

HAND TOOLS

The use of hand tools such as chipping hammers and scrapers for steel preparation and maintenance may be permitted without a Hot Work Permit. Their use must, however, be restricted to deck areas and fittings not connected to the cargo system.

The work area should be gas free and clear of combustible materials. The ship must not be engaged in any cargo, bunker, ballasting, tank cleaning, gas freeing, purging or inserting operations.

Non-ferrous, so called non-sparking, tools are only marginally less likely to give rise to an



incentive spark and, because of their comparative softness, are not as efficient as their ferrous equivalents. Particles of concrete, sand or other rock-life substances are likely to become embedded in the working face or edge of such tools, and can then cause incentive sparks on impact with ferrous or other hard metals. The use of non-ferrous tools is therefore not recommended.

COMMUNICATIONS EQUIPMENT

GENERAL

Unless certified as intrinsically safe or of other approved design, all communications equipment on board ships, such as telephones, talk-back systems, signaling lamps, search lights, loud hailers, closed circuit television cameras and electrical controls for ships' whistles, should neither be used nor connected or disconnected when the areas in which they are positioned come within the boundary of a shore hazardous zone.

SHIP'S RADIO EQUIPMENT

The use of a tanker's radio equipment during cargo or ballast handling operations is potentially dangerous.

AUTOMATIC IDENTIFICATIONS SYSTEMS (AIS)

AIS are required to be operating while a ship is underway and while at anchor. Some port authorities may request that the AIS are kept on when a Ship is alongside. The AIS operates on a VHF frequency and transmits and receives information automatically, and the output power ranges between 2 and 12.5 watts. Automatic polling by another station (*e.g. by port authority equipment or another ship*) could cause equipment to transmit at the higher (*12.5 watt*) level, even when it is set to low power (*typically 2 watts*).

MOBILE TELEPHONES

Most mobile phones are not intrinsically safe and are only considered safe for use in non-hazardous areas. Mobile phones should only be used on board a ship with the Master's permission. Unless certified as being intrinsically safe (*see below*), their use should be restricted to designated areas of the accommodation space where they are unlikely to interfere with the ship's equipment.

Although transmission powers levels of non-intrinsically safe mobile telephones are insufficient to cause problems with sparking from induced voltages, the batteries can contain sufficient power to create an incentive spark if damaged or short circuited. It should be borne in mind that equipment such as mobile telephones and radio



paggers, if switched on, can activated remotely and hazard can be generated by the alerting or calling mechanism and, in the case of telephones, by the natural response to answer the call. When taken through a terminal, or on to or off a ship, they should therefore be switched off and should only be re-commissioned once they are in a non-hazardous area, such as inside the ship's accommodation or clear of the terminal.

Intrinsically safe mobile telephones are available and these may be used in hazardous areas. These telephones must be clearly identified as being intrinsically safe for all aspects of their operations. Terminal staff going on board a tanker, and ship's staff going into the terminal, carrying mobile telephones that are intrinsically safe should be prepared to demonstrate compliance if requested by the other party. Other visitors to the ship or terminal should not use mobile telephones unless prior permission has been obtained from the ship or terminal, as appropriate.

h. EMBARKATION/DISEMBARKATION ON/FROM THE VESSEL

- i. Follow the orders given by the Master.
- ii. **Avoid to be under cranes** or equipment that the same time are handled by the vessel's crew.
- iii. **Be extremely careful during at the night and rough sea** (OPL embarkation- disembarkation).
- iv. **Don't be on the deck**, but only indoors, during the shuttle's movement from/to the port to/from the vessel, being OPL.

i. DRIVING

- i. Driving is prohibited by SNS personnel, when in a mission.
- ii. Take the necessary precautions when you are transferred by the agent to the embarkation place or to the airport (*safety seats belts*). Take into account that in many countries of operation, roads are not safe and the drivers are not fully professionals.

j. ARMS SAFETY, HANDLING PRECAUTIONS

- i. **Be familiar with your weapon.** Take the time to learn about the operation and features of the firearm you are planning to use. The time to learn this is not when you are shooting. That is when you need to learn about grip, shooting positions, trigger control etc. when you step up to the firing line, you should already know how to operate the weapon you'll be shooting.
- ii. **Assume that any weapon, at any time, is loaded.**
- iii. **Don't rely on a safety mechanism.** Many weapons have a safety device to prevent them from firing. These are often reliable, but not always. And some



weapons have even been known to fire when the safety is released. Most notably Remington bolt-action center fire rifles, which naturally leads to the conclusion that safety mechanisms are often useful, but not completely reliable. Use the safety, but don't count on it. Continue to follow rule number one: Always keep the weapon pointed somewhere safe.

- iv. **Keep your finger off the trigger.** Your target is whatever you have decided to shoot. And – this is extremely important – it must be a conscious decision when you shoot something. Don't get lax about this. You need to know what you are going to shoot at, what is between you and it and what is beyond it. Pay attention.
- v. **Always point a weapon in a safe direct.** “Never point a weapon at anything you are not willing to shoot”.
- vi. Don't shoot at hard surfaces (*including water*). Water might not seem like a hard surface, its density makes it pretty dangerous; it has a tendency to allow bullets and shotgun shot to ricochet (*glance off*) and fly off in an unintended direction. Hard surfaces like metal, rocks and hard wood can do this too – and they can even send the projectile back to the shooter, which can be hard on a feller.
- vii. **Load your weapon when you need it.**
- viii. **Never pass in front of a weapon.**
- ix. When you move, keep the weapons pointing the air.
- x. **Weapons should be transported and storage onboard a ship unloaded, with the safety on and in a case.** Weapons storage is very important.
- xi. **Only the SNS Guards are allowed to handle with the weapons.**
- xii. Know what you are shooting at.

k. EMERGENCY RESPONSE PLAN FOR MISSING SNS' GUARD

If SNS' Guard is missing (*man overboard*), SNS Company will advise the Shipping Company to seek advice from UKMTO (*warships` action*) or from the coastal state, apart from the actions which should be done by the Master as such.

Number of days for searching a missing person at sea depends on Shipping Company's decision and the availability of rescue means at the area.