



**6720 WESTRIDGE TERMINAL MARINE OPERATIONS
MANUAL
Marine Terminal Operations Procedures and
Guidelines**

3.1 TANKER ACCEPTANCE STANDARD

Revision 1

Aug 015, 2018

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1.0 VESSEL PROPOSAL FORM

Shipment #		Dates of assigned Loading Window			
WMT Port Call ID #		Revision #			
		Request Date			
To: Trans Mountain Corporation ("TMC")					
customer_logistics@transmountain.com					
We, the Shipper request a vessel loading of crude oil by TMC for its Westridge Dock pursuant to the Trans Mountain Pipeline Tariff, as set out below:					
Shipper Information					
Company name		Address			
email					
Tel					
Fax					
Person in charge					
Cargo Nomination					
	Grade 1	Grade 2	Grade 3		
Remarks					
Cargo Grade					
Cu. Mtr					
Bbl					
API / Density					
Port Agent		Quantity Surveyor			
Company name		Company name			
Email		Email			
Tel		Tel			
Fax		Fax			
Person in charge		Person in charge			
Address		Address			
Nominated Vessel/s (in case of a barge, please provide details of attending tug as well)					
Sr.	Vessel Name	IMO#	Vessel type	Reason for call	Vessel ETA
1					
2					



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Shipper's Declaration				
We, the Shipper and our agents, certify the following requirements are met, all of which are pre-conditions to undertaking product transfer at the Westridge Dock.				
				YES / NO
We, the Shipper and our agents, certify the Vessel is operated under a structured safety and/or quality management system and complies with all international and local shipping legislation and regulations, including all relevant Port of Vancouver regulations contained in the Vancouver Fraser Port Authority Port Instructions Guide.				
We, the Shipper and our agents, have evaluated the condition and operating standards of the Vessel and confirm the Vessel has been recorded in the SiRe database not more than six (6) months previously with no observation posing any unmitigated or significant operational risk and is otherwise fit for undertaking her intended voyage.				
We, the Shipper and our agents, have verified that the Vessel meets all elements of the Vessel Acceptance Standard established by TMC, including special relevance to the section pertaining to Crew Qualifications and Conduct Requirements.				
The Master of the Vessel confirms having read and understood the said Vessel Acceptance Standard and the Westridge Marine Terminal Regulations and Operations Guide. Master further confirms that the vessel currently meets all relevant requirements mentioned in these documents, and such requirements shall continue to be met for the period the vessel remains in Canada's EEZ. For this purpose the Master has completed a Master's Declaration and Vessel Information Checklist.				
We, the Shipper and our agents, are aware and accept that TMC retains the right to reject any Vessel proposed by the Shipper that does not meet the general requirements, safety, odour recovery, dimension or other standards and criteria as set from time to time by the Harbour Master of the Port of Vancouver, British Columbia, Pacific Pilotage Authority and/or Trans Mountain Pipeline ULC.				
We have attached the following current documents and information for your review and records:				YES / NO / NA
1	Master's Declaration and Vessel Information Checklist			
2	Q88 Questionnaire (recommend information is kept updated on Q88.com website)			
3	Class Survey Report (date stamp not exceeding 30 days)			
4	Certificate of Inspection and Certificate of Documentation (applicable to US flag barges)			
5	P&I Club Certificate of Entry			
6	CLC 1992			
7	Latest port state control inspections records and closeout report			
8	Record of any open PSC deficiencies			
9	Record from OVID - Offshore Vessel Inspection Database if available (applies to attending tug only)			
10	A current OCIMF style Officer Matrix			
11	Marine Safety Data Sheet/s			
Master and Shipper agree to avail of vessel Expedited Departure Procedures (EDP), if available.				



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Shipper's Instructions

Name and contact of Custom's Broker (if any)

Handling of cargo documents

Other instructions

Signature of Shipper or Agent

Name and title of person

Date of submission

Results of TMC review

The Vessel is Accepted for scheduling purposes only

YES / NO

Final Acceptance will depend upon the results of a physical inspection of the Vessel, which will be carried out upon the Vessel's arrival in the Port of Vancouver.

Any additional comments or instructions

Review conducted by Loading Master (name and date of review)

Issued under authority of the Director, Marine Development, Trans Mountain Corporation

Signature on behalf of TMC

Name and title of person

Date of communication

No signature required if submitted electronically.

2.0 RECORD KEEPING

2.1.1 Records pertaining to all tasks undertaken and information gathered will be maintained as per the requirements of the Documentation and Record Keeping Standard.



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3.0 REFERENCES

Volume	Name	Document #	Description
6200	Vessel Acceptance	1.1	Vessel Acceptance Standard