



Belfast Harbour

DANGEROUS GOODS POLICY (HSE-POL-07 V3)

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Page	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Page Issue	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Page	15	16	17	18	19	20	21	22						
Page Issue	1	1	1	1	1	1	1	1						

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5		

CONTENTS

- 1. Introduction**
 - i. Scope
 - ii. Responsibilities
- 2. Legislative Requirements**
 - i. Dangerous Substances in Harbour Areas
 - ii. Explosives in Harbour Areas
 - iii. IMDG Code
- 3. Information Required by Belfast Harbour**
- 4. Management of Dangerous Cargo**
 - i. Packages
 - ii. Liquid Bulk cargoes (including LPG)
 - iii. Solid Bulk Dangerous Cargoes
 - iv. Class 1 Cargoes
 - v. Class 7 Cargoes
- 5. Fumigation**
- 6. Bunkering**
- 7. Transit Storage Policy**
- 8. Security Provisions**
- 9. Training and Awareness Requirements.**
- 10. Vessel Traffic Movement Restrictions**
- 11. Emergency Requirements**
- 12. Audit and Review Process**

1. Introduction

i) Scope

This Policy is prepared to advise all parties of the requirements of Belfast Harbour to manage Dangerous Goods and ensure the safe transportation of these Goods through the Port Jurisdiction as defined by Belfast Harbour Acts and Orders. It is based on legislative requirements and IMO Codes and Recommendations.

The Policy covers all Dangerous Goods *in the transport chain*, including oils, noxious liquid chemicals and gases carried in bulk, solid bulk materials possessing chemical hazards, solid bulk materials hazardous only in bulk, harmful substances in packaged form (covered by Annex III of MARPOL 73/78) as well as dangerous goods in packaging form (covered by the IMDG Code). The Policy also covers the movement of empty and uncleaned tanks that have contained Dangerous Goods.

The Policy does not apply to Dangerous Substances used in the Port Area, on board vessels or for storage within the Harbour Estate as these are controlled by other legislation. The following table summarises the geographic scope of this policy

Within scope of Policy	Outside scope of Policy
Vessels navigating within Port limits	Fixed Storage locations
Vessels alongside Operational Quays and Terminals	Fixed pipework from berths to fixed storage locations
Transit storage of Dangerous Goods on Quays and Terminals	Use of Dangerous Goods by BHC, Tenants and other Harbour users
Bunkering Operations on Quays and Terminals	Carriage of Dangerous Goods on Harbour Roads (enforced by HSENI)
Fumigation Operations on Quays and Terminals	Dangerous Goods used on board on vessels
	Storage of Class 1 explosives held in MSER licensed sites (enforced by Firearms and Explosives Branch, Dept of Justice)

ii) Responsibility

The Responsibility for Policy implementation rests with the Harbour Master in accordance with his duties as defined by

- a) Belfast Harbour Acts and Orders
- b) Dangerous Substances in Harbour Areas Regulations (N.I.) 1991
- c) Explosives in Harbour Areas Regulations (N.I.) 1995

2. Legislative Requirements

i) Dangerous Substances in Harbour Areas Regulations (N.I.) 1991

The Dangerous Substances in Harbour Areas Regulations (DSHAR) is the controlling legislation for the carriage, loading, unloading and storage in harbour and harbour areas.

The regulations provide the Harbour master with the power to prohibit or remove Dangerous Goods if in his opinion the condition of the substance or the vehicle or vessel carrying it creates a risk to health or safety

In summary it requires

- A consignor or forwarding agent who intends to bring a dangerous substance into a harbour area to give the Harbour Master at least 24 hours notice of his intention
- Vessels within Port limits to display a red flag during daylight hours and an all round red light during the hours of darkness
- All persons involved in the handling of dangerous substances to be properly trained and take necessary precautions to avoid fire or explosion
- Vessels carrying substances in bulk to hold a suitable certificate of fitness
- Vessels carrying or recently carried liquid dangerous substances in bulk to be prohibited from cleaning or ventilating tank spaces, discharging contaminated ballast and slops unless the Harbour Master has given permission
- Freight containers for export to be accompanied with a container packing certificate as part of the transport documentation.
- Tanks and receptacles used for packaged Dangerous Substances should be suitable for purpose and marked and labelled in accordance with the IMDG Code
- The Harbour Authority to prepare an emergency plan for dealing with emergencies involving Dangerous Substances.
- Vessels carrying Dangerous Substances to immediately inform the Harbour Authority
- Transfer of Dangerous Substances via pipeline between vessels to be permitted only with permission by the Harbour Master in writing.

ii) Explosives in Harbour Areas Regulations (N.I.) 2005

The Explosives in Harbour Areas Regulations supplement DSHAR and impose the following additional controls

- Operations involving Class 1.1, 1.2, 1.3 and 1.5 substances to be only undertaken in accordance with an Explosives Licence granted by the Firearms and Explosives Branch of the Department of Justice. The Licence impose additional safety and security requirements for these operations as well as a requirement to keep appropriate records.
- Appointment of an Explosives Security Officer to
 - oversee the movement .
 - ensure the licence requirements are met.

iii) IMDG Code

The provisions outlined in the Code are now mandatory under SOLAS and outlines the requirements for the carriage of packaged Dangerous Substances by sea. The IMDG Code is based on an internationally agreed system which

- Classifies dangerous goods together based on the hazards they present on transport
- Specifies packaging/tanks which are of appropriate strength and which will prevent the goods escaping
- Specifies hazard warning labels, placards and other marks to identify dangerous goods in transport.
- Requires standard documentation to be provided when dangerous goods are being transported
- Lays down principles for ensuring that incompatible dangerous goods are kept apart
- Lays down principles for where to place dangerous goods on board ship to ensure safe transport
- Provides emergency response advice for dangerous goods involved in a fire or spillage on board ship

The Segregation rules outline in Chapter 7.2 of the Code can be followed for transit quayside storage.

Bulk Dangerous Goods (Solids, Liquids and Liquefied Gases)

Information	Format
Name and IMO number of Vessel Agent ETA to Fairway Buoy	Accepted Port Management Information System (PMIS) Entry
List of products carried in Bulk <ul style="list-style-type: none">• Proper Shipping Name• UN number• Class• Packing Group• Quantity• Flashpoint (°C) – if applicable• Marine Pollutant Status	Completed inbound hazmat worksheet on CERS3 workbook Vessel's stowage / tank plan
Precise location of goods on board (indicating those to be unloaded and those to be left on board)	Vessel's stowage / tank plan
Condition of Dangerous Cargoes if any undue hazard is likely to arise Vessel Defects	Report to VTS (Channel 12 or 028 90553504))

Bulk Dangerous Goods (Solids, Liquids and Liquefied Gases)

Information	Format
Name and IMO number of Vessel Agent ETD	Accepted Port Management Information System (PMIS) Entry
List of products carried in Bulk <ul style="list-style-type: none"> • Proper Shipping Name • UN number • Class • Packing Group • Quantity • Flashpoint (°C) – if applicable • Marine Pollutant Status 	Completed outbound hazmat worksheet on CERS3 workbook Vessel's stowage / tank plan
Precise location of goods on board (indicating those to loaded and those to be left on board)	Vessel's stowage / tank plan
Condition of Dangerous Cargoes if any undue hazard is likely to arise Vessel Defects Defects in the Cargo Containment and Handling system Confirmation of valid Certificates <ul style="list-style-type: none"> • Certificate of Fitness • Document of Compliance • International Oil Pollution Prevention Certificate (if applicable) or • International Pollution Prevention Certificate for the Carriage of Noxious Substances in Bulk (NLS Certificate) 	Report to VTS if status different to Arrival

iii) Terminal Hazardous Transit Storage lists

Ro-Ro and Lo-Lo Terminals will record and forward a list preferably in Microsoft Excel format once every 12 hours to the dginfo@belfast-harbour.co.uk e-mail address during their opening hours highlighting the following information for each container / cargo transport unit storing Dangerous Goods within their terminal.

- Position in terminal
- Container Number / CTU Reference No
- Date of Arrival
- Expected date of departure
- Net weight
- Proper Shipping Name
- Class
- Subsidiary risk
- Packing Group
- Flashpoint (°C) – if applicable
- Temperature Controlled?

Terminal operators will ensure that Dangerous Goods are not kept within the their terminals for periods longer than specified by the Transit storage policy in Section 7.

Current storage lists will be maintained by each terminal and be made available to the Port Authority or relevant Emergency Services on request. The information should be made readily available in the case of an Emergency.

4. Movement of Dangerous Goods

i) **Packaged Goods (including tank containers)**

Terminal operators will monitor the condition and movement of packaged goods and will ensure Dangerous Goods notes (DGNs) are passed to and from each vessel.

DGNs for Transit goods should be held centrally within the terminal where access to them can be assured in the case of an emergency.

Packaged Goods moved within the scope of this policy should be labelled and placarded in accordance with the IMDG Code.

Packaged Goods (including tank containers) can be stored in accordance with the Transit storage policy outlined in Section 7. Cargo Transport Units requiring Temperature Control should be positioned in bays with shore power connection points.

Packaged goods under fumigation or planned to be fumigated should be stored in a designated area. Entry into such areas should be restricted and appropriate warning signs displayed (see BHC Fumigation Guidance document)

Storage areas on each Terminal site should be marked on site plans. Copies of these plans should be made available to Belfast Harbour and the NI Fire and Rescue Service.

Sites used for storage, where possible, should be located where terminal management and security may keep them under frequent inspection and supervision. Ideally containers should be stored at ground level with doors unobstructed so that access may be obtained in an emergency.

External Storage and Handling areas used for Explosive and Flammable substances must be designated as areas where smoking and other sources of ignition are prohibited and where only electrical equipment of a type safe for use in a flammable or explosive atmosphere. Hotwork and the use of any equipment or activity which may lead to a fire or explosion hazard within 2 metres of these areas will be prohibited unless authorised by permit by Port Operations.

Any Incident involving Dangerous Goods (including damaged packages and tanks) MUST be immediately reported to the VTS (Channel 12 or 028 90553504)

Belfast Harbour will undertake routine and random audits of the facilities provided and may inspect DG documentation for goods stored on site.

Any non-conformances found as a result of these inspections will be recorded as per BHC's Non-conformance Policy, BHC-CP-13.

ii) **Liquid Bulk Cargoes (including Liquefied Gas)**

Ship to Ship transfers of Liquid Bulk Cargoes (with the exception of bunkering operations) are not permitted within Harbour limits. Ship to ship bunkering operations require the authorisation of the Harbour master prior to commencement.

Jetty Operators must ensure that all Jetty procedures are followed during the handling of Liquid Bulk cargoes.

Flexible pipes or loading arms should be checked for damage before use.

An ISGOTT ship/shore safety checklist must be completed before Liquid Bulk cargo operations commence.

Frequent checks should be made by jetty staff and ships crew to ensure that agreed pumping rates are not exceeded.

Warning notices should be placed at all entrances and approaches to the berth during handling operations.

Spill containment equipment should be available and in a “ready to use” condition

Oil berths are designated as areas where smoking and other sources of ignition are prohibited and where only electrical equipment of a type safe for use in a flammable or explosive atmosphere.

Hot work and the use of any equipment or activity which may lead to a fire or explosion hazard within these areas will be prohibited unless authorised by permit by Port Operations.

Any Incident involving Liquid Bulk Cargoes MUST be immediately reported by the Terminal to the VTS. (Channel 12 or 028 90553504)

Belfast Harbour will undertake routine and random audits of the facilities provided and may inspect documentation used to manage cargo transfer arrangements.

Any non-conformances found as a result of these inspections will be recorded as per BHC’s Non-conformance Policy, BHC-CP-13.

iii) **Solid Bulk Dangerous Cargoes**

Berth Operators / Stevedores and the vessel concerned should ensure that loading and unloading operations take place in accordance with the International Maritime Solid Bulk Cargo (IMSBC) Code. Spills of material should be cleaned up immediately and if unsalvageable, disposed as hazardous waste.

Oxidising (Class 5.1) substances should be transported, handled and stowed in a manner that prevents in so far as reasonably practicable, contamination with combustible or carbonaceous materials. Oxidising substances should be kept away from any source of heat or ignition. Vessels carrying Ammonium Nitrate based fertiliser in bulk (classified as Class 5.1 or not) will be prohibited to bunker.

All necessary practicable precautions should be taken to prevent and minimise the emission of harmful dusts and to protect persons and the environment from them.

All reasonable steps should be taken to limit ignition sources in the cargo transfer area if there is a potential risk of a dust explosion.

Belfast Harbour will undertake routine and random audits of the facilities provided and may inspect documentation used to manage cargo transfer arrangements. Any non-conformances found as a result of these inspections will be recorded as per BHC's Non-conformance Policy, BHC-CP-13.

iv) **Class 1 Cargoes**

Requests for Explosives movements (detailing Class, Division and NEM) will be made to Port Operations using the Dangerous Goods Note format. Requests should be made at least 48 hours (24 hours for Class 1.4) prior to the movement.

Port Operations will check if the movement is permitted and confirm what working berth / ships position will be used in accordance with the Explosives Licence. Port Operations will nominate an Explosives Security Officer to co-ordinate the movement. Notification of each movement will be made to the Firearms and Explosives Branch of the Department of Justice (DoJ) via PMIS

The Explosives Security Officer (ESO) will liaise with the Consignor/ee, Carrier, Berth Operator and will agree the following

- a. Detailed movement plan (timings for vessels, transport, escorts etc)
- b. Identification of safeguarding distances on the quay
- c. Arrangements for clearing and policing the safeguarding distances
- d. Nominated person (with relevant contact detail) to advise on condition of the Explosive cargo if required.

Explosives in compatibility group L will not be handled unless the Nominated person outlined can demonstrate in writing that the special risk that the material may exhibit had been effectively isolated.

A PSNI escort is required for all movements where the NEM of Class 1.1 material exceeds 50kg. Escorts can also be arranged privately by the consignor/ee

Imported Explosives MUST be transported off-site when landed. At all possible explosives should be unloaded as soon as reasonably practicable following vessel's arrival.

Explosives for export MUST arrive on the quay at a time close to vessel departure (agreed by the nominated ESO) and be loaded immediately onto the vessel.

The ESO or a Belfast Harbour Police officer will co-ordinate the movement and will be responsible for the maintenance of the Column 2,3 and 4 distances as outlined in the relevant Explosives Licence.

Temporary storage of Class 1 goods will not be permitted on BHC Operational Quays and Wharfs. Storage of Class 1 material may only be permitted in other areas of the Harbour Estate if held under a licence granted by the Firearms and Explosives Branch of the Department of Justice in accordance with the Manufacture and Storage of Explosives Regulations.

Cargo Handling areas used for Explosive substances must be designated as areas where smoking and other sources of ignition are prohibited and where only electrical equipment of a type safe for use in an explosive atmosphere. Radar and radio transmitters should not be used in close proximity to Explosives during the handling process

Vessels involved in the handling of explosives will not be permitted to take bunkers.

In an Emergency situation, the PSNI and Harbour Police will be contacted by the ESO if PSNI officers are not present . The Belfast Harbour Major Incident / Emergency Plan (an agreed multi-agency plan) provides guidance for responders to Harbour incidents.

v) **Class 7 Cargoes**

Requests for Radioactive movements will be made to Port Operations using the Dangerous Goods Note format . Requests should be made AT LEAST 24 hours prior to the movement.

Notification of each movement will be made to NIEA's Industrial Pollution and Radiochemical Inspectorate via PMIS

Port Operations will liaise with the Consignor/ee, Carrier, Berth Operator and will agree the following

Detailed movement plan (timings for vessels, transport, escorts etc)
Nominated Radiological Protection Advisor (with relevant contact detail) to advise on condition of the cargo if required.

Imported Radioactive Material MUST be transported off-site when landed. At all possible explosives should be unloaded as soon as reasonably practicable following vessel's arrival.

Radioactive Material or export MUST arrive on the quay at a time close to vessel departure and be loaded immediately onto the vessel

Persons involved during Class 7 operations should limit their working time and distance from the container or vehicle containing the package. Working at twice the distance away will reduce the potential dose received by a factor of 4.

In an Emergency situation, the PSNI and NIFRS will be contacted by the Belfast Harbour Police. The Belfast Harbour Major Incident / Emergency Plan (an agreed multi-agency plan) provides guidance for responders to Harbour incidents.

5. Fumigation

Port Operations must be notified in advance of impending arrival of Cargo Transport Units (CTUs) or bulk cargoes under fumigation. The notification should be received not less than 24hrs before arrival. For vessels with passage time < 24hrs from departure port, the notification should be received by Port Operations at the time of Departure from the Last Port. Failure to notify may result in the vessel's refused / delayed entry into the Harbour.

The notification including a copy of the Fumigation certificate should contain the following

- Cargo or the material fumigated
- Fumigant used
- Application method
- Quantity and concentration of fumigant
- Date of application of the fumigant
- Name and contact of the fumigator-in-charge for clearance
- A copy of Fumigation Risk Assessment

Fumigated Import Bulk cargo vessels will proceed to anchor is ascertain its fumigation condition by a competent person in accordance with Belfast Harbour's Fumigation Guidance document. Vessels will not pass in until relevant Gas free clearance has been given for all holds to be discharged

Clearance certificates should be issued by a competent and responsible person when a CTU or cargo space has been sufficiently ventilated. Entry is NOT permitted in these areas unless a clearance certificate has been raised

Further guidance is given in Belfast Harbour's Fumigation Guidance Document

Export Bulk Cargoes may be fumigated subject to the prior notification given above. The vessel will be required to shift a suitable isolated berth (away from public or other working areas) at the vessel's cost.

Ships under fumigation will ensure that entry is prohibited in cargo spaces. Care should also be taken if the vessels accommodation is located next to fumigated cargo spaces

Port areas used for fumigation purposes must be clearly identified and fenced off. Guidance will be provided by the fumigator- in charge.

Fumigation warning signs **MUST** be posted

- at port areas used for fumigation
- on fumigated CTUs
- outside cargo spaces containing fumigated cargoes on board ship

6. Bunkering

“Bunkering” is taken to mean the transfer of liquid hydrocarbons, intended for the main propulsion and/or operation of the auxiliary machinery of a vessel or a liquid intended for lubricating the vessels engine or her other machinery including slops and bilge waters.

The Agent / Master of a vessel intending to Bunker, shall give advanced Notification in writing seek permission from Port Operations, not less than 12 Hours in advance of the intention to Bunker. If Bunkers are received on a regular basis, advance notice can be given on a weekly basis for the week ahead, indicating the name of the vessel, location of the bunkering operation, time of bunkering and means of transfer (barge or road tanker). The type and Quantity of bunkers to be transferred should also be indicated.

Vessels wishing to bunker must provide Port Operations with a copy of their current Bunkering Risk Assessment. Port Operations will assess the proposed Bunkering Operation. Port Operations will issue a permit raised by PMIS to the ship agent

The agent will ensure the ship cordons off the working area during bunkering operations.

Further information is available from Belfast Harbour’s Bunkering Guidance document

A Bunkering Safety Checklist is to be completed prior to the commencement of Bunkering by a Competent Person from the Vessel and the Road Tanker Driver or Bunker Barge Master. This Safety Checklist should meet the requirements as indicated by The International Safety Guide for Oil Tankers & Terminals (ISGOTT) Bunkering Safety Checklist. Bunkering cannot commence until this Checklist is completed and signed by both parties.

The Checklist should include but is not limited to the Following:

- There is adequate NO SMOKING signs positioned and being observed
- There is adequate Fire Fighting Appliances available
- Scuppers are firmly closed
- Vessel is securely moored
- Bunkering Hoses are properly maintained and in good condition
- Bunkering Pipes which are not in use are effectively blanked.
- Bunkering Hoses have sufficient play and are adequately supported
- Bunkering connection has been provided with a good seal.
- There is a well tightened bolt in every bolt hole of the bunker hose joining flanges and the vessels manifold.
- The tank has sufficient Ullage to receive bunkers
- The pipeline and valves to the tanks / pumps are correctly set
- There is a sufficient overflow container under the hose connections
- Cargo Handling or other operations in progress will not cause a hazard to the bunker operations or vice-versa?
- There is an agreed communications system established between the vessel being bunkered and the supply vehicle.

7. Transit Storage Policy

The following table summarises the Maximum Quantity and Transit Storage times for Packaged Dangerous within Belfast Harbour Terminals. The segregation rules outlines in Chapter 7.2 of the IMDG Code MUST be followed for transit quayside storage

Class	Max Quantity (Tonnes)	Max storage times	Remark
1.1 1.2 1.3 1.5	As per Explosives licence	a	
1.4 1.6	*	a	
2.1 2.2	100	3 days	UN1001 (Acetylene) not to be stored
2.3	50	1 day	
3	200	14 days	
4.1 4.2 4.3	50	7 days	
5.1	50	7 days	Nitrates / Nitrites limited to be limited to 1 day storage
5.2	50	1 day	
6.1	50	7 days	Cyanides and Azides to be limited to 1 day storage
6.2	*	a	
7	*	a	
8	200	14 days	
9	200	14 days	

a – Material is not permitted to be stored within the terminal. Transport must be available to immediately remove from or deliver to the vessel.

* - single shipment quantity

8. Security Provisions

Security provisions in place for Dangerous Goods movements are covered by the Harbour's International Ship and Port Security obligations and are addressed in detail in the Port Facility Security Plan. Consigners should ensure that the above provisions should form part of their overall security planning for multi-modal movements of High Consequence Dangerous Goods (see IMDG 1.4)

Security arrangements for High Consequence Dangerous Goods (excluding Class 1) that are transported on vessels less than 500 GT (which is outside of the ISPS scope) will be security assessed by the Vessel master and the Port Facility Security Officer (PFSO).

Security arrangements for Class 1 goods that are transported on vessels less than 500 GT (which is outside of the ISPS scope) will be security assessed by the vessel master, PFSO and the Explosives Security Officer in the normal way

9. Training and Awareness Requirements

All persons involved in the transport and handling of Dangerous Cargoes should undertake General Awareness / Familiarisation training in Dangerous goods.

Such training should include the following topics

- description of the types and classes of Dangerous Goods
- marking, labelling and placarding
- packing; segregation and compatibility requirements
- transport documentation
- emergency response arrangements
- the use of Personal Protection Equipment if appropriate.

Function specific training should be provided of all staff who directly handle Dangerous Goods within Harbour Limits. These include operations such as

- Loading / Unloading Dangerous Goods into /from ships
- Inerting, washing or sampling from cargo tanks
- Preparing DG loading and stowage plans

Records of all training undertaken should be kept for inspection during audits.

10. Vessel Traffic Movement Restrictions

In general there are no significant Vessel Movement restrictions for vessels carrying dangerous goods.

However the following restrictions are in place as outlined in the Harbour's VTS procedures

- Vessels carrying LPG in bulk that are not gas-free are prohibited to pass
- Passenger vessels that are underway within Port Limits
- A "slow pass" must be undertaken by ALL vessels when passing a Ship to Ship bunkering operation.

Pilotage arrangements for vessels carrying Dangerous Goods are outlined in the Harbour's Pilotage Directions documentation.

Towage arrangements for vessels carrying Dangerous Goods are outlined in the Harbour's Towage Guidelines documentation.

11. Emergency Requirements

Emergency arrangements for incidents are detailed in the Harbour's Major Incident / Emergency Plan

Notification of an Emergency response MUST be made initially via the 999 system.

Belfast Harbour Police and Port Control must also be informed of any incident involving Dangerous Goods.

The Northern Ireland Fire and Rescue Service will be recognised as the lead responder for Dangerous Goods / Hazmat incidents

Harbour responses are detailed in Emergency Action cards which are held by Harbour Police and Port Operations staff

Current storage lists will be maintained by each terminal and be made available to the Port Authority or relevant Emergency Services on request. The information should be made readily available in the case of an Emergency.

12. Audit and Review Process

Belfast Harbour will undertake an inspection and audit process to measure compliance with this Policy and the associated legislation.

Audits will take place in conjunction with terminals and vessels using developed inspection checklists . An annual audit programme will be established to cover the areas outlined in the table below.

Location	Audit topic
Vessels	Certification checks Stowage planning and checking Training and Awareness Bunkering arrangements Emergency Arrangements
Terminals and Quays	Transit storage arrangements Condition checks of packaging and tanks Placarding and Labelling Training and Awareness Emergency Arrangements Class 1 and 7 movements Documentation check
Desktop	Advanced Notification DG Document completion Management of Dangerous Goods Records

Any non-conformances found as a result of these inspections will be recorded as per BHC's Non-conformance Policy, BHC-CP-13.

A review of Audit findings will completed on an annual basis by the Harbour Master.