

# SHIP APPROVAL PROCEDURE

## Montoir-de-Bretagne, Fos Tonkin and Fos Cavaou LNG terminals

### PURPOSE

The aim of this document (Ship Approval Procedure, or SAP) is to describe the necessary steps required for LNG vessels to be accepted at Montoir, Fos Tonkin or Fos Cavaou LNG terminals.

These steps are summarized as follows:

- Information exchange.
- Ship/shore interface study and ship/shore interface meeting (« confirmation meeting »).
- Unloading/reloading test.
- Vetting follow-up:
  - ship safety inspection,
  - ship scheduling conditions (prior to each call).

This procedure is in line with the « LNG Ship Approval Procedure » established by Gas LNG Europe, the association of European LNG terminal operators.

### CONTACTS

**Elengy is the operator of Montoir-de-Bretagne and Fos Tonkin LNG terminals.**  
**Fosmax LNG is the operator of Fos Cavaou terminal.**

For **Montoir-de-Bretagne** and **Fos Tonkin** LNG terminals, any registration request should be sent to Elengy commercial & scheduling teams:

[sales@elengy.com](mailto:sales@elengy.com)

[operations@elengy.com](mailto:operations@elengy.com)

For **Fos Cavaou** LNG terminal, any registration request should be sent to Fosmax LNG commercial & scheduling teams:

[sales@fosmax-lng.com](mailto:sales@fosmax-lng.com)

[operations@fosmax-lng.com](mailto:operations@fosmax-lng.com)

During the registration process, all ship-related information should be sent to Elengy vetting team:

[vetting@elengy.com](mailto:vetting@elengy.com)

Elengy or Fosmax LNG will confirm the final registration of the ship (according to the concerned terminal).

## 1. Approval procedure

Any LNG vessel nominated by a terminal operator's client (named « shipper ») to unload or to reload cargoes at one of the LNG terminals shall undergo the steps described in the ship approval diagram (see § 3). **The registration procedure is processed separately for each LNG terminal.**

This procedure is in line with the « LNG Ship Approval Procedure » established by Gas LNG Europe, the association of European LNG terminal operators (GLE<sup>1</sup>).

## 2. Information exchange

This information exchange is mandatory to assess possibility to accommodate ship to berth and to enhance safety of operations while alongside and manoeuvring in port.

### 2.1 Documents made available by the Terminal Operator

The following documents are made available by the terminal operator to the shipper, the ship owner and the ship master:

- terminal information to LNG carriers;
- communication procedure between the vessel and the terminal operator prior to ship's arrival (see Contract providing access to the LNG terminal – Appendix 3: Ship-related procedures).

These documents are permanently available on the Terminal Operator website.

### 2.2 Documents to be submitted by the ship owner to the terminal operator

The ship owner shall make sure that all necessary documents listed in the appendix of the « Pre-Acceptance Questionnaire » (PAQ) are circulated well in advance in the process.

It is the responsibility of the ship owner to make sure that the PAQ is updated as necessary to keep its vessel registered at the terminal. In any case, to keep the vessel registered at the terminal, **vessel's PAQ has to be completed at least every 2 years** and provided to the terminal operator with any additional relevant document, and certified by the ship owner.

## 3. Ship/shore interface study and ship/shore interface meeting

The ship owner, ship operator or shipyard carries out a ship/shore interface study based on previously exchanged information and submits it to the terminal operator.

After the study phase, a ship/shore interface meeting (also called « ship/shore confirmation meeting ») shall be held at the terminal with the ship owner to clarify interface issues. Shipper, ship agent, port authority and pilots may participate to this confirmation meeting as well.

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<sup>1</sup> [www.gie.eu.com](http://www.gie.eu.com)



This meeting aims to check and confirm all the parameters of the call and to establish the draft ship/shore safety plan (SSSP) which gathers:

- technical data, including a mooring pattern agreed with port authority, and
- operational, safety, emergency and communication procedures.

All conclusions are recorded in the minutes of the confirmation meeting which are duly signed by each party attending the meeting.

After completion of a satisfactory ship/shore interface study and confirmation meeting, **the terminal operator adds the name of the vessel to the list of ships registered at the terminal.** The up-to-date list of vessels registered at the terminal is issued once a month and is available on the website of the terminal operator:

- registration is the first compulsory step for final scheduling of a cargo with that vessel at the terminal. For the sister-ships of an already registered vessel (i.e. same design and ship yard, same ship owner and ship technical operator), the confirmation meeting may not be required by the terminal operator ;
- the second step consists in the issuance of ship scheduling conditions, if any, by the terminal operator prior to each call at the terminal (see §. 5), further to the nomination of a cargo by the shipper.

Vessels registered for unloading operations shall require a new ship/shore interface meeting dedicated to reloading operations prior to any reloading scheduling.

## 4. Unloading/reloading test

The draft ship/shore safety plan (SSSP) and a satisfactory review of the PAQ are required for scheduling an unloading (or reloading) test.

The unloading (or reloading) test is the way to verify a good matching of the vessel to berth and to confirm or cancel the registration of the vessel at the terminal. The SSSP is duly signed by the terminal operator and the ship owner representative during the pre-meeting prior to the LNG transfer. The SSSP is necessary to document the international ship/shore safety check-list (SSSCL).

In case any information enclosed in the SSSP would be modified, an updated version of the SSSP should be duly signed by the terminal operator and the ship owner representative to maintain the registration status of the vessel.

## 5. Vetting follow-up

### 5.1 Ship safety inspection

As part of the approval procedure, the terminal operator may inspect the vessel **prior to or during any call at the Terminal.** Such an inspection will be made according to OCIMF / SIRE questionnaire and subsequent report may be uploaded in the SIRE database.

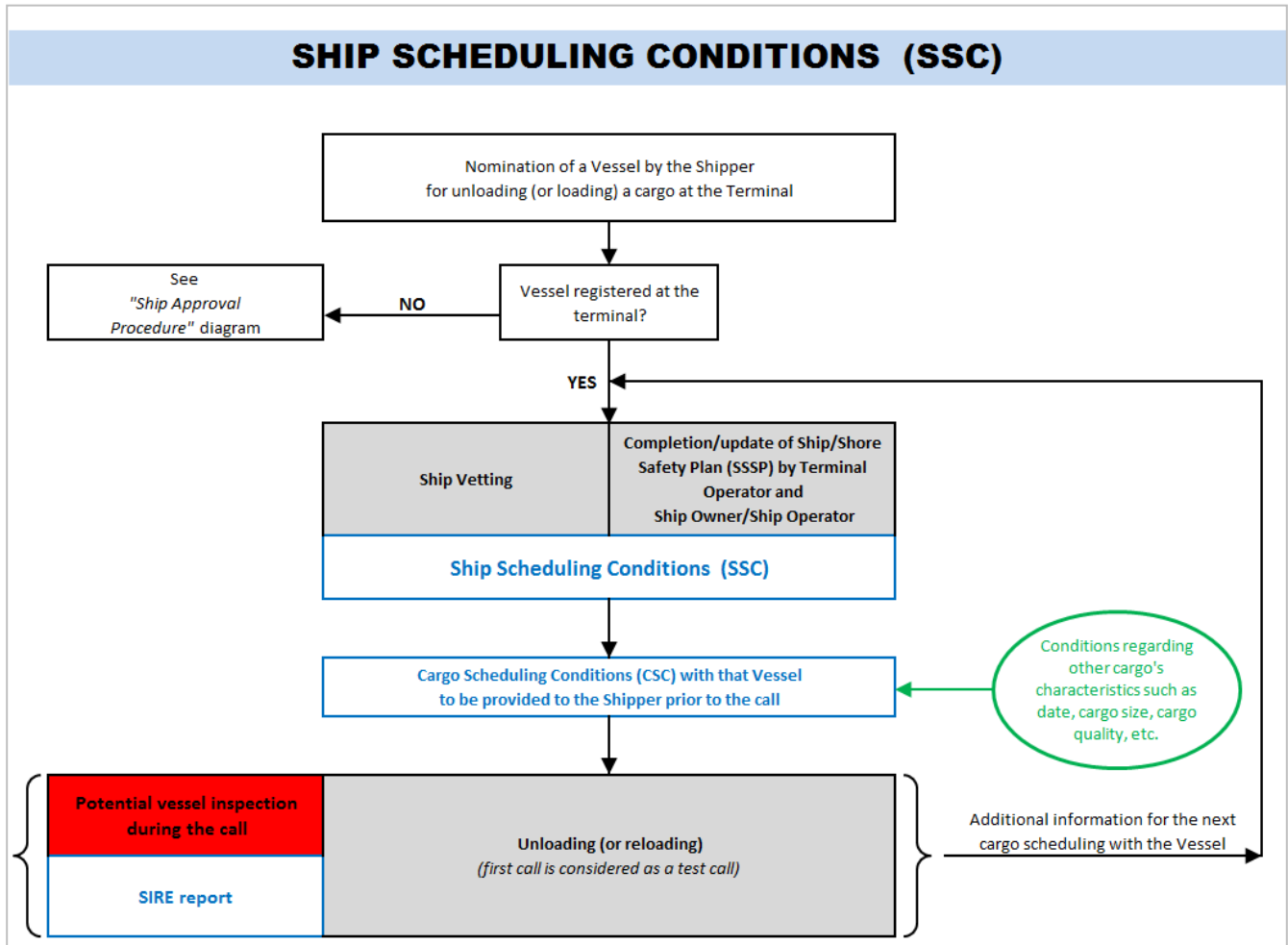
The ship owner must address any deficiency or observation with appropriate comments and corrective actions.

### 5.2 Ship scheduling conditions (SSC)

Further to the nomination of a vessel by the shipper and **prior to each call at the terminal**, the terminal operator will issue ship scheduling conditions (SSC) for final ship acceptance at the terminal in light of available information (SIRE reports, etc.) and updates collected by the terminal operator from the ship owner.

In particular, the terminal operator requires that any event or deficiency that may affect the safety of operations on a vessel scheduled at the terminal is immediately declared by the ship owner.

The SSC will be combined by the terminal operator with conditions regarding other cargo's characteristics (such as date, cargo size, cargo quality, etc.) to provide cargo scheduling conditions (CSC) to the shipper.



## 7. Documents

### a. Reference document

LNG Ship Approval Procedure - Report 04LNG089 (2004), by Gas LNG Europe ([www.gie.eu.com](http://www.gie.eu.com)).

### b. Other documents

International Safety Guide for Oil Tankers and Terminals (ISGOTT), 5<sup>th</sup> Edition by OCIMF and ICS.

LNG and LPG Experience Matrix (2011), by SIGTTO.

Manifold Recommendations for Liquefied Gas Carriers (2011), by SIGTTO.

Ship-Shore Compatibility Questionnaire, by SIGTTO.

Ship Vetting and its Application to LNG (2004), by SIGTTO.

## 8. Glossary

CSC: cargo scheduling conditions.  
GLE: Gas LNG Europe.  
ICS: International Chamber of Shipping.  
LNG: liquefied natural gas.  
OCIMF: Oil Companies International Marine Forum.  
PAQ: Pre-Acceptance Questionnaire.  
SAP: Ship Approval Procedure.  
SIGTTO: Society of International Gas Tanker and Terminal Operators.  
SIRE: Ship Inspection Report Programme.  
SSC: ship scheduling conditions.  
SSSCL: ship/shore safety check-list.  
SSSP: ship/shore safety plan.

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