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## 1.0 OBJECTIVE

The objective of this procedure is to ensure that all IMO cargo Container is managed in the Terminal in accordance with the IMO (International Maritime Organisation) requirements.

## 2.0 SCOPE

This procedure defines the actions and responsibilities of Yard Planners, Yard Supervisors, Planning Supervisors, Preplanning Agent, the execution Team, Customers service and HSSE Department.

## 3.0 REFERENCES

- Manuel HSE
- ISO 45001 – 2018 Système de Management de la Santé et Sécurité au travail
- Politique HSE DP World Global
- DP World Global Safety and Environment Fatal Risk Standard OS2 Mobile Equipment
- DP World Global Safety and Environment Fatal Risk Standard OS3 Handling Loads
- Engagement Program “Dangerous Goods”


## 4.0 DEFINITIONS

Dangerous goods are defined as goods that have properties that can, when they are being handled or stored, pose a danger to:

- Those involved in the handling or storage thereof.
- Property where the goods are being handled, or
- The environment in which they are being handled or stored.

In the context of these procedures, dangerous goods shall consist of any chemicals or substances that are quoted in the IMDG Code or substances that can be classified under one or more of the IMDG Code classes.

## 5.0 RESPONSABILITIES

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- Pre-planning Agent must ensure that the arrival BAPLIE EDI is correctly downloaded in the system with IMO information if any.
- Yard planner must ensure that dangerous cargo allocations are in conformity with the IMO segregation (classes 1 to 9) and also ensure that Dangerous Cargo Containers are stacked properly and in accordance with those created allocations.
- Planning Supervisor and yard Supervisor must ensure that planning and execution are properly done.
- Preplanning to keep yard planners informed if any Dangerous Cargo once BAPLIE EDI downloaded in system.
- Yard Planner to ensure dangerous Cargo containers are planned properly. They should usually check the Yard Stowage Warning and if any deviation noted, they must organise/perform housekeeping.
- Superintendent ensures before unloading of IMO Cargo under direct delivery that all conditions are respected (trucks are ready and in good conformity). If not, the IMO Cargo should not be unloaded, and customer service is informed.
- Execution Team ensures that Dangerous Cargo Containers' planned positions are respected during Operations. If there is no more space available, the yard supervisor must inform the yard planner for new positions
- Planning Manager or Supervisor ensures that the daily list of IMO is sent to Management and QHSE Team.
- QHSE keeps the record of all daily list of IMO and conduct periodically audit of the effectiveness of this procedure.

Any IMO issues with the shipping lines must be reported to the customer service who will directly deal with them.


## **6.0 PROCEDURE**

### **6.1 Class Identification**

In the context of these procedures, dangerous goods shall consist of any chemicals or substances that are quoted in the IMDG Code or substances that can be classified under one or more of the IMDG Code classes.

The main categories are:

- Class 1 – Explosive substances and articles;
- Class 2 – Compressed Gasses;

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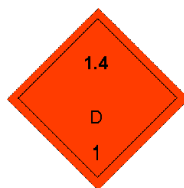
- Class 3 – Liquids or mixtures that give off flammable vapour at temperatures of 61° C and below;
- Class 4 – Flammable solids;
- Class 5 – Oxidising substances;
- Class 6 – Poison;
- Class 7 – Radioactive materials;
- Class 8 – Corrosives;
- Class 9 – Miscellaneous hazards.
- Marine Pollutants

Each of the main categories are subdivided as follows:

❖ **Class 1:**



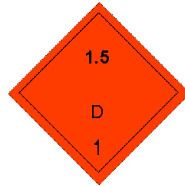
- Division 1.1 – Substances and articles which have a mass explosion hazard;
- Division 1.2 – Substances and articles which have a projection hazard but not a mass explosion hazard;
- Division 1.3 – Substances and articles that have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard. This division comprises substances and articles:
  - which give rise to considerable radiant heat, or
  - which burn one after another, producing minor blast or projection effects or both.
- Division 1.4 – Substances and articles that present no significant hazard. This comprises



substances and articles that present only a small hazard in the event of ignition or initiation during transport. The effects are largely confined to the package and no projection of fragments is to be expected. An external fire must not cause virtually instantaneous explosion of almost the entire contents of the package.

- Division 1.5 – Very insensitive substances that have a mass explosion hazard. This division comprises substances that have a mass explosion hazard but are so insensitive that there is very little probability of initiation or of transition from burning to detonation under normal conditions of transport.
- Division 1.6 – Extremely insensitive articles that do not have a mass explosion hazard. This division comprises articles which contain only extremely insensitive detonating substances and which demonstrate a negligible probability of accidental initiation or propagation.

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❖ **Class 2**

- Division 2.1 – Flammable gases which at 20°C and a pressure of 101.3 KPA:
  - Are ignitable when in a mixture of 13% or less by volume with air; or
  - Have a flammable range with air of at least 12 percentage points, regardless of the lower flammable limit.
- Division 2.2 – Non-flammable, non-toxic gases which are transported at a pressure of



not less 280 KPA at 20°C, or as refrigerated liquids, and which:

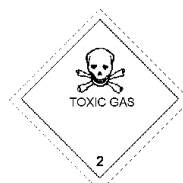
- Are asphyxiant - gases which dilute or replace the oxygen normally in the atmosphere; or
- Are oxidising – gases which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does.
- Does not come under the other classes.



- Division 2.3 – Toxic gases which: -

- are known to be so toxic or corrosive to humans as to pose a hazard to health; or
- are presumed to be toxic or corrosive to humans because they have a LC50 value equal to or less than 5,000ml m<sup>3</sup>

❖ **Class 3**



- Flammable Liquids - No subdivisions.

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❖ **Class 4**

- Division 4.1 – Flammable solids, self-reactive substances and solid desensitised explosives.



- Division 4.2 – Substances liable to spontaneous combustion;
- Division 4.3 – Substances which, when in contact with water emit flammable gases.

❖ **Class 5**

- Division 5.1 – Oxidising substances



- Division 5.2 – Organic peroxides.



❖ **Class 6**


- Division 6.1 – Toxic substances;



- Division 6.2 – Infectious substances;



❖ **Class 7** : Radio Active Material

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- 3 subdivisions (Red Bars) indicating level of hazard

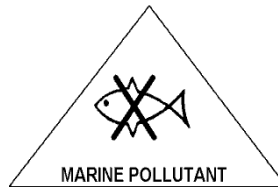
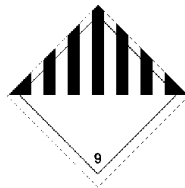


❖ **Class 8**

- No subdivisions



❖ **Class 9** : Marine Pollutants




## 6.2 IMO Cargo Receipt

Prior to the arrival of a vessel or the receipt of an export container carrying dangerous goods, the Planning Supervisor shall receive copies of packing list, IMO Cargo manifest and the PAD authorisation. A dangerous goods packing declaration must cover each consignment received onto the terminal by Road, Rail or Sea. This information shall be scrutinised and checked so that the nature of the goods, which may give rise to any danger, can be identified and so that, in an emergency, the appropriate emergency action can be instituted.

The Planning shall hold the travelling copy of the dangerous goods declarations, as well as a PAD permit in the case of acceptance, in the ships file, so that information on the dangerous goods stored on the terminal is immediately at hand should the need for this information arise.

The dwell time on the terminal is showed in the annex 1 for all dangerous goods. The dangerous goods presenting high risk shall not be allowed to dwell on the terminal but shall be kept outside of the Terminal for direct delivery to/from the ship (strictly limited to the time required for operations).

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Dangerous goods containers displaying any signs of leakage shall not be discharged from the carrying vessel, road or rail vehicle, until the nature of the hazard has been identified and that the leakage poses no threat to terminal personnel, property or the environment.

No dangerous goods container shall be discharged from a carrying vessel nor shall a dangerous goods container be admitted to the terminal without a full description of the goods having been submitted to the Planning by the shipping company and/or the shipper by way of the travelling copy of the hazardous packing declaration.

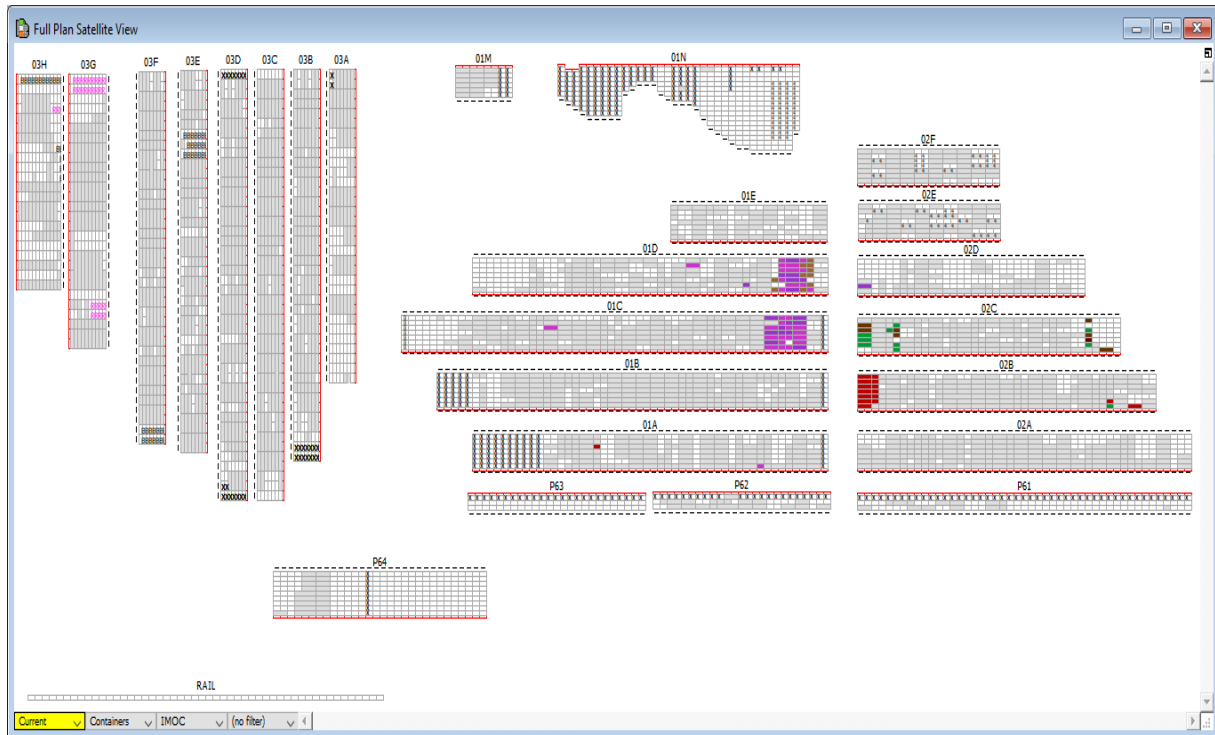
The description will include the:

- Substances proper shipping name;
- IMDG class – including subdivision where applicable;
- UN number;
- Packaging group – where applicable;
- Number and types of packages;
- Total quantity of dangerous goods – by volume (litres) or mass (Kgs);
- Flash point – where applicable;
- The words “ marine pollutant” – where applicable;
- A declaration, signed by the shipper, that the consignment is properly described, classified, marked and labelled;
- A declaration that the goods have been packed in the container and that the goods are in a proper condition for transport by sea.

Dangerous goods shall only be stored on the terminal in the designated areas in terms of the stacking segregation rules described on 4.3 and to which the NAVIS system has been configured.

It is the responsibility of all terminal personnel to keep away from any dangerous goods containers and it is everyone’s responsibility to convey the same warning to dissuade any unauthorised persons.

### **6.3 Yard Segregation**




- **01C.107,109,112** class 6 ;8 ;3
- **01D 85,87,90,93,95** class 8 ;3 ;6
- **02B.05,05** class 2
- **02C.69,71,73** class 5 ;4 ;9

NB: IMO Full / EMPTY Tanks are segregated specially at Tac3 block due to their specificity.

**7.0 DOCUMENT DETAILS**



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<b>DOCUMENT INFORMATION</b>
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Procedure: <i>IMO MANAGEMENT PROCEDURE</i>	Date	Signature
Prepared by : PC & Training Manager	21.12.2021	
Verified by : QHSE Coordinator	21.12.2021	
Approved by: Operations Manager	21.12.2021	

<b>Revision</b>		
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Versions	Date	Amendments
# 2	15/11/2016	Procedure Creation
# 3	21/12/2021	Codification and updated form

<b>FORM</b>	
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No. Form	Form