

## Notification procedures



From: \_\_\_\_\_

Dear Ship Masters,

We have reached an agreement with Shanghai Highwoods Ship Co., Ltd. Ships shall follow the notification procedures unless otherwise notified.

1. When a ship calls ([Each Port call at Chinese coastal area](#)):
  - a. The ship will send the [ENOAD](#) to Shanghai Highwoods at least 96hrs prior to port call via [enoad@shorefacility.com](mailto:enoad@shorefacility.com). For tankers, a copy of cargo stowage plan is to be attached.
  - b. Shanghai Highwoods will answer email from ship – confirming safety receipt & will send relevant [application forms](#) if waste disposal is required then revert with the Certificate of Coverage.
  - c. The Certificate of Coverage will be sent to:
    - i. Ship
    - ii. Shipowner/Manager
    - iii. Local SPRO (i.e, Zhoushan Haian Oil Spill Treatment Co., Ltd.)
  - d. Shanghai Highwoods will notify local SPRO / consortium member.
2. When a ship departs:
  - a. The ship will notify Shanghai Highwoods via mail of its departure.
  - b. Shanghai Highwoods notifies local SPRO of vessel's departure and cease the standby service.
  - c. Ship master send copy of disposal receipts to [enoad@shorefacility.com](mailto:enoad@shorefacility.com) if waste was removed from ship at the port.
3. When incident happens & Emergency Response is required.
  - a. Master/shipowner/operator shall immediately give an initial incident report via both Phone No. +86 18217175747 & email at [enoad@shorefacility.com](mailto:enoad@shorefacility.com).
  - b. Shanghai Highwoods' Emergency Response plan will immediately be deployed accordingly.

# Shanghai Highwoods Ship Co., Limited

## Operation Procedure on Berth or at Safety Anchorage

1.	<b>Compulsory Service- Boom Operation ( Alternative Method) for tankers , LSFO for ECAs.</b>
a.	The ship ensure that AIS is in working conditions.
b.	The ship ensure that low Sulpher Fuel Oil is to be used For ECAs & operations have been properly recorded.
c.	The ship shall make proper report of pollutant on board in accordance with the requirement of Rules.
d.	Boom fence needs to be set up ( an efficient alternative method) during cargo operation in accordance with the requirement of Rules and regulations, all depends on the category of cargo.
2.	<b>Voluntary service ---Ship Waste Disposal , Tank Cleaning, Provisions</b>
e.	The ship send Application to SHSCL via email when disposal is required.
f.	SHSCL quotes the service and will fix the arrangement upon quotation is accepted by the applicator.
g.	Local Representative arrange the formality with MSA , Customs and Immigration declaration.
h.	The Ship make necessary preparation to ensure the operational conditions.
i.	Barge /Van comes to ship to collect waste / deliver service as per ship's application.
j.	Certificate is to be issued upon clearing the invoice. A Copy of certificate shall be sent to SHSCL for record.

# Shanghai Highwoods Ship Co., Limited

## Report Procedure of Deploy

### Emergency Response Plan

<b>3. When Ship Incident happens</b>	
a.	The Ship shall immediately report MSA and fill in the report form with required information
b.	Master/ship owner/ship Manager shall immediately forward the filled form to SHSCL and local SPRO
c.	The Ship shall immediately make a phone call to ensure SHSCL/SPRO has received the report
d.	MSA /Local Goverment conducts to deploy Emergency Response Plan as per Rules and Regulations
e.	SHSCL send LOA to shipowner to gain authorization of deploy Emergency Response Plan of Oil Spill Response
f.	SHSCL notifies Local SPRO to take an immediate action to meet the requirement of MSA/local Authorities
g.	SHSCL makes bill on daily basis for the action, Invocie has to be cleared as per the contract