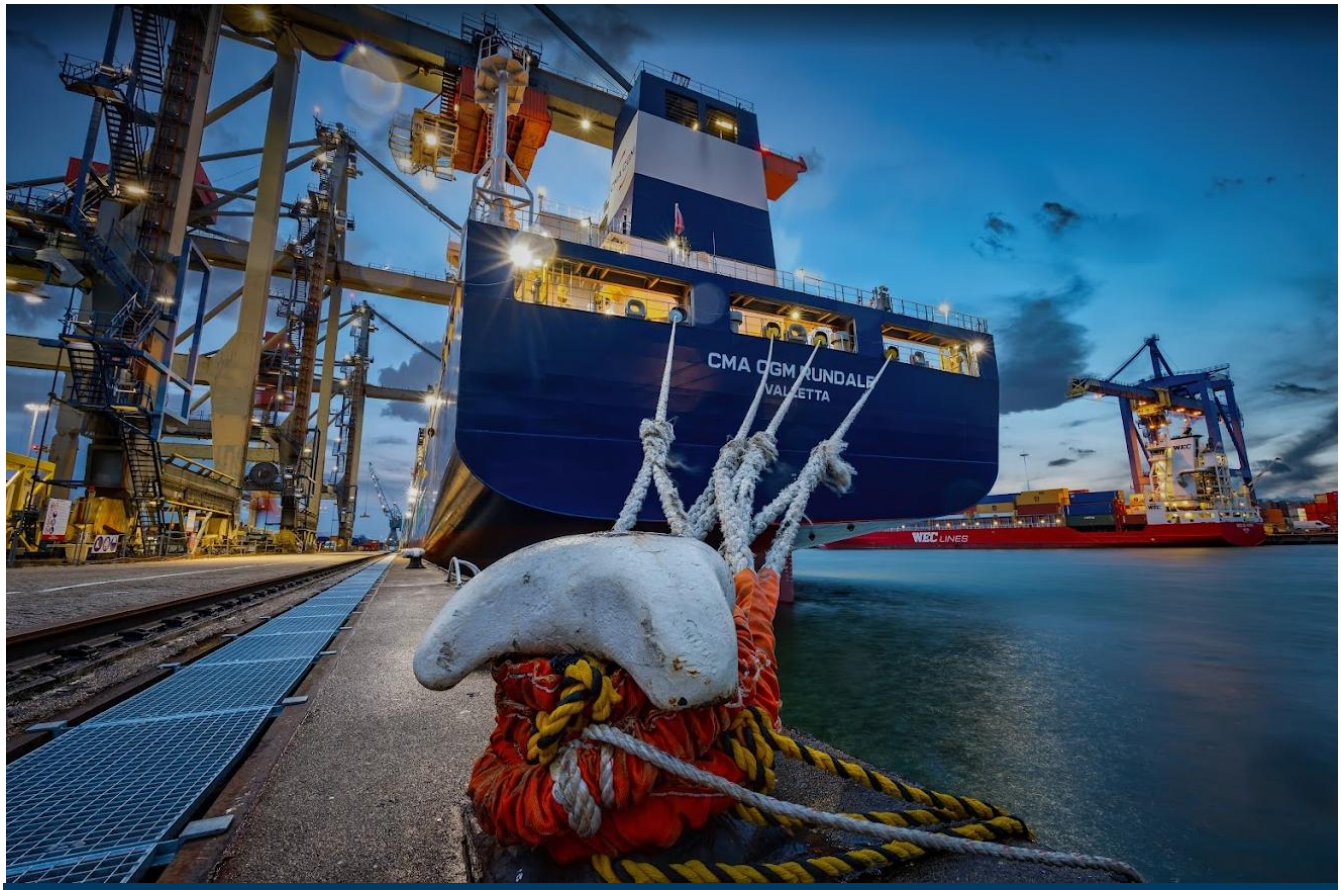
Safety Instructions Ships



Version 1.2 • October 2026

ROTTERDAM SHORTSEA TERMINALS

Introduction

Dear Captain,

On behalf of Rotterdam Shortsea Terminals (RST), we would like to welcome you and your crew to our terminal.
Rotterdam Shortsea Terminals (RST) is an ISPS-certified port facility and an AEO-certified organization. As such, RST operates in full compliance with the International Ship and Port Facility Security (ISPS) Code and the requirements associated with the Authorized Economic Operator (AEO) status. These frameworks impose strict obligations regarding safety, security, access control and operational integrity.

All vessels calling at RST are required to comply fully with the terminal's safety, security and operational regulations as set out in this document. These Safety Instructions contain mandatory requirements relating to security registration, access procedures, safe working practices, coordination during cargo operations and emergency response.

The Master of the vessel is responsible for ensuring that these instructions are carefully reviewed prior to arrival, clearly communicated to all officers and crew members, distributed to the present crew, and properly handed over to all relieving crew members.

Compliance with these requirements is essential to maintain the safety of personnel, the security of cargo and the integrity of the port facility. Failure to comply with these instructions may result in suspension of operations, removal of personnel from the terminal and/or further appropriate measures in accordance with applicable regulations.

The Master or Chief Officer is required to sign the declaration on the final page of this document as formal confirmation of receipt, understanding and compliance.

RST relies on the full cooperation of every vessel to ensure a safe, secure and efficient port operation.

We wish you a safe and efficient stay at Rotterdam Shortsea Terminals.

With regards,
Rotterdam Shortsea Terminals

General Safety & Security



- All crew members must be registered with RST Security via security@rstbv.nl before entering the terminal.
- If you enter the RST terminals for a visit and or to carry out a task, you must always register your presence with security@rstbv.nland prior notice of your visit must have been given.
- Crew members, contractors and subcontractors must use the main entrance of the City Terminal at Reeweg 35, Rotterdam, when arriving at or leaving the terminal.
- It is strictly forbidden for crew members, contractors and subcontractors to enter operational areas of RST or other companies within the City Terminal.
- When crew members need to leave the ship, transport must be arranged by car via the ship's agent. Leaving the terminal on foot or by bicycle is not permitted.



- When work is planned on your vessel to be carried out from RST's quay a work permit must be requested via werkvergunningen@rstbv.nl
- When working from quay Zone 10, the work area must be organised in such a way that at least one transport lane of 3 metres always remains free for emergency vehicles. The gangway may not cross this free transport lane.
- The use of personal protective equipment such as high visibility clothing, helmet and gloves is compulsory.



- At least one crew member must be in possession of a GSM telephone for direct contact with RST and to ensure safe working on board.
- Crew on duty must always make themselves clearly visible to the crane driver.
- Being under the influence of or in possession of alcohol or drugs on the RST terminal is strictly prohibited.
- Entering the container stack is always strictly forbidden.

On Arrival

The ship's GSM telephone must be switched on during arrival and mooring in case of urgent messages from RST.



The vessel must report to **RST Vessel planning:**

- upon entering the port area with destination RST
- prior to the start of mooring operations
- In case of any change to the agreed ETA or planning

Arrival at the berth or being all fast does not mean that operations may start.
RST distinguishes the following phases:

- Arrival
- Mooring
- operational start
- The vessel is only considered operationally ready after explicit confirmation by RST.
- Before this confirmation, it is not allowed to carry out any activities that may affect the crane working area, unless explicit permission is granted by RST.
- Aft and fore masts must be lowered before the ship enters the crane working area, unless otherwise agreed with RST.
- During shifting and mooring, the vessel must actively monitor crane positions/ height and movements.
- The vessel must inform RST when all lashings are removed, and the ship is ready to start operations.
- **Always inform RST and obtain permission before using the ship's crane. The use of the ship's crane without prior approval is strictly prohibited.**

- **The vessel's engines shall only be started after prior coordination with RST.**

Loading and unloading

General



- It is not allowed to be present in the same bay where the RST crane is operating, unless explicitly agreed.
- Twistlocks, lashing and unlashing activities may only take place in a bay other than the one where the crane is operating.
- If the deck layout changes or unsafe situations arise, crew must immediately contact RST via GSM and wait until the container is at a safe distance.
- It is strictly forbidden to stand under or touch containers during operations.

Twistlock Operations

On board with Pinbox



- Twistlock operations on board the vessel shall be carried out using an approved Pinbox.
- The use of an RST emergency radio and/or emergency push-button shall always be mandatory. **"Please refer to the attached document "Emergency Radio"**
- Work above 2.5 metres requires the use of a safety line connected to the pinbox, in accordance with Dutch health and safety regulations.
- The pinbox will be placed in the hold when there are 20- or 40-foot containers in the hold for discharge or loading.
- When the Pinbox is placed, the crane will move to another bay and will return when the crew has finished with the pins. The crew must inform Vesselplanning RST who will contact the crane driver.
- Continuous communication between all involved parties shall be maintained (i.e. deck layout changed or twistlocks stuck or at the wrong place

Ashore with radioman

- During twistlock operations ashore, a qualified deck radioman shall be present.
- Radioman deck oversees safe operation on board and crew must follow his instructions.
- Crew can obtain information from radioman deck regarding crane split, working procedures and ETD.
- When radioman deck Pinbox are added to operations in the hold of the vessel, it is allowed to be present in the same bay as the crane.
- Continuous radio communication between vessel and shore shall be maintained.

LNG bunkering



- Inform the RST Vesselplanning of the time schedule for bunkering operations.
- Inform the RST Vesselplanning of the actual start and stop time of LNG transfer.
- Confirm the discharge and loading sequence near the bunker station with RST Vesselplanning
- Additional safety procedure is in place for SIMOPS and LNG ships. If needed contact RST Vesselplanning

Contact details RST

Pre- Arrival/ Berth Primair Contactperson RST	Berthplanning Vesselplanning
Phone number	+31 10 294 2451/ 2453/ 2455
E-mail adress	Berthplanning@rstbv.nl Vesselplanning@rstbv.nl
RST Operational Shiftmanager	Shiftmanagers-dg@rstbv.nl +31 10 2946835
Security City Terminal	security@rstbv.nl +31 10 2942528
Emergency number	ALWAYS CONTACT SECURITY CITY TERMINAL **+31 10-2942527**