

Shanghai Highwoods Ship Co., Limited

Notification Procedure Prior to Ship Arrival/Departure

1.	When a ship calls (Entry Chinese Coastal Area---EEZ)
a.	Ship shall send Electronic Notification of Arrival and Departure (ENOAD) at least 96hours prior to port call via Enoad@shorefacility.com for Obtaining standby service of Emergency Response.
*	For tankers, a copy of stowage plan is to be attached. For Bulk Carriers, Cargo Name/description is to be provided.
b.	Shanghai Highwoods Ship Co., Ltd. (SHSCL) will make necessary arrangements accordingly and revert with a Certificate of Coverage after setting up standby service for the port call.
c.	The Certificate of coverage will be sent to: I. Ship; II. Shipowners / Manager/Operator; III. Local SPRO member; IV. Ship Agent
2.	When a ship Departs: (Departure from at Chinese Coastal Area)
a.	The ship will notify SHSCL of its departure
b.	SHSCL notifies local SPRO of the vessel's departure to cease standby service

Shanghai Highwoods Ship Co., Limited

Operation Procedure on Berth or at Safety Anchorage

1.	Compulsory Service- Boom Operation (Alternative Method) for tankers , LSFO for ECAs.
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.	Voluntary service ---Ship Waste Disposal , Tank Cleaning, Provisions
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

3. When Ship Incident happens	
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