



Loading Master Training 2015

HSE, knowledge, insight, awareness, skill, control, efficiency, time to name just a few are the necessary foundations for tank terminal and marine operations.

This has led to an increasing demand for certified and trained Loading Masters for tank storage terminals and refineries. The challenging tasks include mastering the art of loading and unloading activities and carrying the responsibilities that come with it.

Why You Should Attend

This 3-day highly interactive and practical course will assist petroleum, crude oil, and petrochemical operators in achieving a competitive advantage by having an effective and well-managed operation. This will ensure your operational processes and workforce perform up to the highest standards and expectations achieving a competitive advantage.

The only course that includes TTT certification of Loading Masters!

Learning Objectives

Master operational best practices and apply a structured approach to oil and gas marine terminal management

1. **Identify improved procedures** for the handling, loading and discharging of bulk liquids
2. **Learn updated international guidelines and regulations** concerning tankers and terminals including physical properties and types of cargoes
3. **Increase your operational efficiency** for oil storage and transport
4. **Become aware of Quality & Quantity risk & loss and learn** prevention techniques
5. **Improve compliance, safety and environmental performances**
6. **Understand pumps and pipeline systems** including loading and discharge operations
7. **Become a Master of Loading / Unloading**

Who Should Attend?

This course is designed for anyone with immediate responsibility for loading, discharging and care in custody transfer or handling oil or gas cargoes especially oil and gas operators, vessel owners and operators, surveyors, marine superintendents.

This course is **NOT** intended for LNG. TTT offers a special LNG Loading Masters & Operational Excellence Course Programs on demand.





Attendees include:

- **Supply Chain** - Personnel involved in crude oil and products transshipment, chartering, shipping, finance-quantity measurement and accounting, cargo operations, planning, scheduling, including management who did not have a chance of working 'in the field'.
- **Energy and Logistics** - Ship-brokers, traders, shipping agents, claims departments staff, loading masters, cargo inspectors, surveyors, demurrage departments, marine insurers, charterers, ship-owners: biofuel, gas, LPG, crude oil, oil products, chemical or mineral resources enterprises.
- **Administrative and Non-Operational office** staff who lack 'on hand' practical experience, this course will help them to vividly imagine operational reality by discussing and solving 'real time' daily issues. Highlighted by photographic material and true live situations taken from our international experience.
- **Oil & Gas Industry** - Management who have to formulate and take charge of acceptance policy and practice.

These include but are not limited to:

- **Port Management**
Directors, Strategy Managers, Financial Managers, Marketing Managers
- **Terminal Operations**
Directors, Operations Managers, Port Planners, Systems and Process Engineers
- **Port Policy**
Directors, Regulations Directors, Government Ministry of Transport, Government Ministry of Planning, Government Maritime Administration, Customs
- **Nautical Operations**
Port Captains, Harbour Masters, Security Managers, Tanker Officers and Captains
- **Shipping Management**
Directors of Operations, Ship Agents, Port Agents
- **Logistics Management**
Freight Forwarders, 3PL Directors, Transport Manager

We make people better!



COURSE OUTLINE

DAY ONE

Session 1

Pre training test to assess specific areas that need in depth coverage. Asking general questions related to loading master duties, this allows customizing the training program to ascertain optimum benefit to the delegates.

Session 2

INTERNATIONAL SAFETY GUIDE FOR OIL TANKERS AND TERMINALS (ISGOTT) 5th EDITION

- Safety procedures and recommendations for tanker and terminal personnel
- Oil Companies International Marine Forum; Marine Terminal Competence and Training Guide (MTCOT)
- The Nautical Chain
- Business Ethics & Social Responsibility – an introduction

Session 3

MANAGEMENT OF THE TANKER AND TERMINAL INTERFACE

- Communications procedures & precautions
- Pre-berthing exchange of information
- Pre-transfer exchange of information
- Information from tanker to terminal
- Information from terminal to tanker
- Cargo load or discharge plan and Cargo Agreement

PROCEDURES FOR SAFE MOORING

- Safe Mooring (ISGOTT)
- Preparation of Mooring
- Mooring operation in port
- Loading Master monitoring of moorings
- Duties and Responsibilities of the Loading Master



Session 4

WORK SEQUENCE AND RISK MANAGEMENT

- Ship-shore safety checklist – all questions made visible
- How to fill it in?
- Which questions are relevant?
- Learning about vessel and shore equipment

Session 5

CUSTODY TRANSFER

- What is custody transfer?
- Pre-transfer exchange of information
- Preparation for cargo loading (responsibilities ship & shore)
- Preparation for cargo discharge (responsibilities ship & shore)

DAY TWO

Session 6

TANKERS & SHORE TANKS

- Vessel and Barge dimensions and shipping terminology
- Quantity and Quality terminology
- Cargo inspection definitions
- Shore Tanks, fixed, floating roof
- Pumps & lines – deep well, pump room, ballast
- Inert gas systems

CARGO DOCUMENTS AND CARGO CALCULATIONS

- Bill of Lading, Ullage report, Vessel Experience Factor and other relevant documentation, Trading Terms and Conditions
- ASTM-API measurement & calculation methods of petroleum products, crude oil, chemicals and LPG
- Outturn determination - shore receipt
- Wedge formula calculation of Remaining on Board (ROB) and On Board Quantity (OBQ)



Session 7

CHARTER PARTY AND DEMURRAGE

- Charter party and trading terms
- Lay time and demurrage
- Statement of Facts
- Global shipping clauses and retention clause
- Notice of readiness - when to sign, receive or accept
- Writing a Letter of Protest
- Storage Terminal General Terms and Conditions

DAY THREE

Session 8

REVIEW OF WORKSHOP MATERIAL

- Discussion on workshop subjects
- Pre-examination questions and answers session
- The value of being a member of the Energy Institute

Session 9

A two-hour duration written examination for Loading Master Certification

Session 10

Interpretation of results and review of correct examination answers

- Awarding of Loading Master Certificates of Competence



Course Instructor



Arend van Campen, MA, MEI, Tank Terminal Training, Netherlands

Arend van Campen is a committee member of the Dutch Branch of the Energy Institute. Arend has worked for over 30 years as a Marine Cargo Expediter and Loss Prevention Advisor around the globe including Amsterdam, Rotterdam and Antwerp for a number of clients such as Shell, BP, Exxon, Pertamina, Q8 Petroleum, Gulf Nederland, Vopak, Cargill, Amfert, Mobil and Petroplus.

He started his career as a deckhand on tanker barges in Holland in 1977. After a few years, and serving in the Dutch Air force, he joined Saybolt to pursue an international career in cargo surveying and superintendence. He spent 2 years in Skikda, Algeria where he worked under extreme circumstances and learned to protect client's interest to the fullest. At the end of 1984, he joined Oil Inspections and worked for them as a Loss Control Marine Superintendent until the end of 1987 when he decided to start his own company PSA, which to date still operates under this name in Algeria and Africa, although he no longer participates. PSA worked as a major contractor of tank terminal operations

He worked in Indonesia where he was the key Loss Control and Supply Chain Advisor to the Pertamina board of directors until 2008. There he taught and trained operational personnel and set up an efficiency program to eliminate and control operational losses such as demurrage, quality and quantity discrepancies and S&W - free water issues.

After that, he returned to Amsterdam where he was contracted by MAIN BV (Gulf Oil Nederland) to manage their slop oil recovery plant. At present, he runs Tank Terminal Training offering varied training programs for the energy industry, which has been officially recognized by the Energy Institute as an approved learning provider.

Arend holds a Master's degree in Business Ethics & Social Responsibility and teaches that a safe, sustainable and profitable business can thrive only when people choose and act ethically. He set up 'CREAZENE', a research institute focusing on a sustainable future for human well-being and the preservation of the environment.

