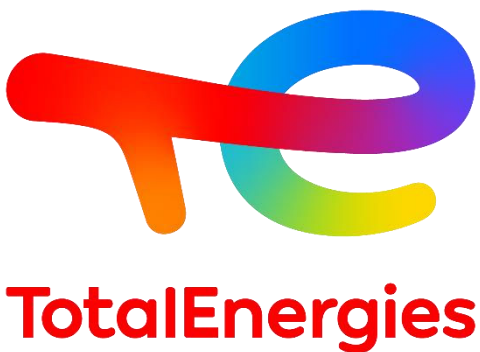




# Cargo Inspection Requirements

TotalEnergies – Trading & Shipping

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## **General**

This document sets out operational guidance and recommended measurement procedures intended for use by inspectors and specifies procedures directed at minimizing cargo contamination and losses. In absence of, or in conjunction with, specific instructions, this document shall be considered a summary of good practice used within industry.

Any reference in this document to the “TotalEnergies T&S Entities” is exclusively applicable only for the following entities:

- TOTSA TotalEnergies Trading SA
- TOTSA TotalEnergies Trading SA (DIFC Branch)
- TotalEnergies Trading Europe
- Atlantic Trading and Marketing Inc.
- TotalEnergies Trading Asia Pte. Ltd.

Therefore, it shall not be construed as referring to any other entity of the TotalEnergies Company.

## **Disclaimer**

This document is provided for operational guidance only, nor does it amend or supersede any contractual terms binding upon the inspection companies or the TotalEnergies T&S Entities. It does not replace any applicable laws, regulations, industry standards, safety procedures, or requirements set by terminals, vessels, port authorities, or local legislation. If this document conflicts with any applicable law, regulation, industry standard, or terminal/vessel requirement, the stricter requirement shall apply.

The contents of this document may be amended, updated or supplemented by any of the TotalEnergies T&S Entities at any time. Inspectors are expected to apply professional judgement and contact the relevant TotalEnergies T&S Entity immediately when any unclear, abnormal or non-standard operational condition arises.

TotalEnergies T&S Entities do not accept responsibility for any loss, damage or delay resulting from the misapplication or misinterpretation of the information contained herein. The appointed inspection company remains fully responsible for ensuring that all operations are performed safely, properly documented, and in full compliance with all applicable requirements.

Inspectors act as independent contractors and are not representatives or agents of the T&S Entities.

## Safety Recommendations

Attention is drawn to the ISGOTT; the inspectors should always refer to this guide. The precautions given in this section should be taken whenever they do not conflict with the local or national regulations, which should, in any event, always be followed.

Any accident, incident, oil pollution or oil leakage must be reported immediately to the relevant TotalEnergies T&S Entity contact mentioned in the inspection nomination.

## Applicability

1. A copy of these instructions shall be provided to all inspectors assigned to the job to ensure full awareness of the special requirements.

## Inspection

2. Inspections must be performed as per the API Manual of Petroleum Measurements Standards “MPMS” (all chapters / latest revisions to be used) and analysis must be conducted in accordance with the latest revision of the published ASTM / EI-IP / ISO / EN methods. Inspection must be performed in the presence of the vessel and/or terminal representative. If the inspector knows, at the time of accepting our order, that any required standard cannot be followed, the relevant TotalEnergies T&S Entity expects to be clearly informed immediately. If a situation develops where these standards cannot be followed whilst the operation has already started, we expect a prompt email explaining the problem and immediate telephone notification.
3. All measurements on board vessels must be performed by the appointed inspector, who must use his own certified and calibrated equipment. It is acceptable that under certain special circumstances inspectors may be compelled to use equipment provided by the vessel. If this is the case, then this fact must be made explicit in the report. Despite the above, the relevant TotalEnergies T&S Entity does not expect to see any such remarks under routine circumstances when conventional jetty-based operations are undertaken.
4. Temperatures are to be taken at minimum of three levels: Upper, Middle & Lower. If the inspector’s equipment is not compatible with the vessel’s fittings and the vessel’s equipment must therefore be used; this must be expressly stated in the report. If the vessel’s equipment is used, this must be specifically mentioned in an email message and in the final report, stating reasons for its usage and confirmation that such equipment was validated against a known calibrated secondary standard.

*Ring adaptors are widely available, enabling any equipment to fit any ships fitting. Each TotalEnergies T&S Entity expects that such adaptors make up a normal part of any reputable inspector standard equipment.*

5. Before each loading or discharging operation, a line fullness verification as per API MPMS chapter 17.6 must be performed. If multiple parcels are loaded or discharged, multiple line displacements may be required. If such a line fullness verification cannot be done, the relevant TotalEnergies T&S Entity expects a letter of protest to be issued to the

terminal. It is not sufficient for the inspector to state that line fullness verification cannot be performed in the report. When a line displacement or circulation method is used, special care should be given to the tolerances provided in API MPMS 17.6. If shorelines are reported empty by the terminal prior to movement, a line fullness verification is still required. If these lines are expected to be emptied after completion of the movement, the receiving tank(s) must be measured before and after operation. Quantities received should be compared to line capacities and line fullness verification. A line recovery report will be included with the final report mentioning name / identification of the line, and capacity shall be noted in the line displacement report. If the line has multiple segments, each segment should be noted.

6. On Board Quantity (OBQ) and Remaining On Board (ROB) shall be measured and quantified. If required, OBQ / ROB may need to be measured from multiple points in each tank to establish whether wedge formation or solidified cargo is present. Any ROB volume shall be calculated and communicated to the relevant TotalEnergies T&S Entity.

## **Sampling**

7. Before loading, shore tank(s) sample(s) meeting API MPMS minimum requirements, including sampling tables shall be drawn (see Annex 1 – Crude Sampling Instructions and Annex 2 – Product Sampling Instructions).
8. Upon commencement of loading, inspector shall draw a sample as close as possible to the vessel's manifold to ensure that the cargo is clear, bright, and free of any particulates or water.
9. During loading, inspector shall draw first foot samples of individual vessel compartment, to check for its visual appearance.
10. First foot samples shall be tested for key quality specifications, if so instructed.
11. Any visual contamination on these samples shall be immediately reported to the relevant TotalEnergies T&S Entity.
12. Upon completion of loading or before commencement of discharging, at minimum running samples must be taken from the individual ship's tanks using a UKSGL MK7 sampler. If an equivalent sampler is used, the brand and type must be indicated. If a running sampler is unavailable or vessel equipment must be used, it should be clearly communicated at the time the order is accepted.
13. A vessel composite sample must be made as per API / ASTM guidelines. This weighted sample is preferably made in the laboratory under controlled conditions. When analysis is requested, the result of this analysis must be reported in the loading or discharge daily update and report.
14. If free water is detected, reasonable effort must be undertaken to obtain a sample containing the free water, and this sample to be retained along with the other samples of the operation.
15. For Crude operations, if free water is detected, free water samples must be taken to substantiate that free water exists.
16. All samples are to be retained for a minimum of 90 days, longer if requested by any of the TotalEnergies T&S Entities.
17. Sample Distribution as per HM 92 model sampling plans for crude oil and liquid hydrocarbon products and added sampling tables (see Annex 1 – Crude Sampling Instructions and Annex 2 – Product Sampling Instructions). Samples delivered by the

inspector to any third party shall be sealed and handed over against a signed sample receipt.

18. If an Automatic Inline Sampler (AILS) is used, it must be inspected for cleanliness and dryness prior to use and during the loading/discharging operation as well as checked regularly for correct operation.
19. Upon completion of the operations, the “AILS” performance factor should be calculated, as per API MPMS chapter 8.2 and noted in the final report, subject to a Letter of Protest being issued on the relevant TotalEnergies T&S Entity’s behalf by the inspector.
20. Inspectors are expected to take all samples themselves. If, for justified operational reasons, sampling is performed by a third party, the inspector shall notify the relevant TotalEnergies T&S Entity. If the inspector is requested to witness a third-party sampling, these samples should be marked as such in the final report and notes should be made where API MPMS 8.2 procedure is not followed.
21. In case shore tanks with floating roofs are used for the custody transfer, the roof must not be in the critical zone when the volume is determined. In case of non-compliance with this instruction, the relevant TotalEnergies T&S Entity must be contacted and requested permission.
22. For custody transfer using a shore tank with a floating roof, ensure the roof is a sufficient margin from the critical zone to ensure correct quantity determination (e.g. minimum six inches in the US).
23. The floating roof must be free of unaccounted foreign materials or water not included in calibration tables.
24. If sludge bottoms are known to exist or suspected to influence the critical zones adjustments should be made. In the event of non-compliance with this instruction, the relevant TotalEnergies T&S Entity shall be contacted immediately to authorize the operation.
25. All shore tanks must be static and have a liquid oil surface at the official point of calibration and be a minimum distance above the bottom critical zone/bottom zone. Written approval from the relevant TotalEnergies T&S Entity is needed to use the tank below this level.
26. Use certified calibration tables for custody transfer calculations. If unavailable, notify the relevant TotalEnergies T&S Entity, issue a Letter of Protest, and note this in the final report.
27. If a Superintendent / Loss Control Representative appointed by any of the TotalEnergies T&S Entity is present, they may override these instructions and direct the inspector as needed. Any changes should be confirmed in writing by e-mail from the Superintendent / Loss Control Representative.

*In addition to these requirements, the inspector must use their judgment to protect TotalEnergies T&S Entities’ interests and should contact TotalEnergies for clarification or*

## **Communication**

28. The appointed inspection company must keep the relevant TotalEnergies T&S Entity informed of all developments concerning the movement of the vessel, delays, and other relevant events. Starting on the nomination date, the inspector should provide the

relevant TotalEnergies T&S entity with daily e-mail updates, which should be increased to minimum twice-a-day updates once cargo operations commence.

29. Any shore/ship stoppages and/or discrepancies must be duly noticed by the appropriate letter(S) of Protest "L.O.P." or notice(s) of apparent discrepancies "N.O.A.D.", to vessel's master and terminal representative.
30. Customer Reference Number starting by HV#/GV#/... + Inspection Reference number must be mentioned on all correspondence and invoices.
31. For ATMI operations: All vessel movements require a VAR Simple to be completed and sent in with final reports.
32. All transfers/pipeline movements, truck loadings / discharges, rail car loading / discharges require TAR to be sent in with final reports.