



Advance Depot Operations Management

14th to 16th October 2024 | Accra, Ghana

(3 Days Technical Intensive Training Program)

Course Overview

Oil & Gas Marine Tank Farm terminals and jetties are always in operation. The kind of operations and activities carried out at these places are important yet risky. Thus, professionals working at oil and gas marine terminals and jetties need to receive up-to-date knowledge and training related to aspects of health, safety, security and the environment, including the mechanical integrity of machinery and equipment, safety of operational procedures governed by international regulations and standards, pollution prevention measures, etc. They also need to be updated with new technologies, techniques and tools introduced at different points in time to make operations at terminals and jetties faster and safer. Thus, continuous training is key. Terminal and jetty management is critical and dynamic; operations and procedures here keep undergoing change, thanks to the rapid development of technology and the rising need to control costs.

Management is moving away from having on-roll staff present at these locations 24/7 to contracting and outsourcing a considerable part of the functions to external agencies.

Terminal management operations revolve around broad functions of management, operations, maintenance, administration, pollution prevention, contingency planning, emergency responsiveness and safety, procedural writing, regulatory compliance, etc. Given the scope of activity and the surrounding environment, weather has a major role to play in planning and deciding type, method and time of operations.

One of the major aspects of consideration during terminal and jetty operations is the health and safety of professionals working at these sites and prevention of environmental pollution due to the kind of cargo handled at these locations and the resulting damage it can cause if mishandled. Continuity in efficient-yet operations at terminals and jetties is

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critical to the advancement of trade and commerce, and in turn, to the economic development of the nation. Thus, the government, citizens and port and marine officials ensure that all focus is to foster smooth and secure operations at marine terminals and jetties.

This Intensive training course will empower you with complete knowledge of operations at oil and gas marine terminals and jetties. It will also help you clearly understand the importance of safety and robust processes and procedures for operations at these locations. Further, this course will equip you with all information and knowledge required to upskill yourself and move ahead in terms of assuming higher roles and responsibilities involving overall management of operations at oil and gas marine terminals and jetties. This course is a complete training programme involving all critical aspects of terminal and jetty management, encompassing points related to administration, management, planning, compliance, operations, health and safety, pollution, etc., thus providing you an overview of all aspects to help you successfully carry out any responsibility assigned to you at these locations.

Course Objectives

The main objective of this course is to empower professionals working at oil and gas marine terminals and jetties with:

- Complete knowledge of operations at oil and gas Tank Farm, marine terminals and jetties. Detailed information and exposure to all critical aspects of terminal and jetty management, which would be useful to take up supervisory/managerial responsibilities at these sites.
- The required skill and confidence to work with advanced techniques and tools to make operations at storage areas, terminals and jetties faster & safer.
- The exposure and experience to handle all operations at terminals and jetties, thus broadening scope or increasing opportunities for lateral and vertical progression for career development.
- The capability, confidence and presence of mind to efficiently manage hazards and minimise, if not prevent, impact to the health and safety of professionals working at site or to the environment.
- The required skill and knowledge to professional implementation of policies related to safety of employees, pollution prevention, quality of operations, etc.
- The confidence and knowledge to conduct internal audits to check compliance with international standards of operation and predict and prevent risks, thus fostering business development

Training Methodology

This training is devised with the intention to suit audiences with different professional Oil & Gas experiences and backgrounds. The course content and duration are customized to make the course most relatable to the audience. A highly experienced trainer delivers the training using audio-visual presentations for ease of reference and understanding. Trainee participation is encouraged through group assignments and other related practical activities involving role-plays.

Case studies help the audience relate the theoretical delivery of training to practical scenarios.

Questions and experience sharing is also encouraged, keeping in mind the 'practical rather than theory' approach.



Course Syllabus

DAY 1

Characteristics of Hydrocarbons

- Crude Oil Composition
- Concept of Toxicity
- LEL and UEL
- Material Safety Data Sheet (MSDS) (Overview)

Marine Terminal Operations

- Terminal Components (Tankage area, Piping, Pumping, Loading arms, Cargo Metering, Berth Depth/Ship's Draft)
- Storage Tank Planning & Scheduling Principles
- Pre-Tanker Arrival Preparations
- Ship/Shore Documentation (Checklists & Cargo Documents)
- Transportation modes by dwelling on Vessels, Barges and BRVs

Procedures Pre-Arrival of Tanker Alongside

- Cargo Nomination
- Shore Tanks to be used for Operation.
- Number of Pumps Required for Operation.
- Piping System Lining Up.
- Ensuring Safety Measures in Place
- Berthing Support of Tankers & Barges (Tugboats & Mooring Boats/Gang) (Overview)

DAY 2

Loading/Discharging Operation Best Practices

- Information Exchange for Loading / Discharging operation.
- Terminal Operating Manual
- Operational Planning & Control Fundamentals
- Records Management
- Inspection, Testing and Preventive Maintenance
- During Operations
- Ship/shore Safety Checklist

Agreed Loading / Discharging Plan

- Setting of Lines and Valves
- Emergency Shutdown System (ESD)
- Startup of Operation
- Periodic Checks During Cargo Operations
- Cargo Loading / Discharging Procedures
- Stop Cargo Procedures
- Establishing Communication between Terminal/Tanker in case of emergency
- Cargo Calculations (Conversion from level to volume using tables)
- Oil Product calculation Concepts (At Observed and Standard Volumes)

Terminal Documents

- Bill of Lading
- Certificate of Quantity
- Certificate of Quality
- Certificate of Origin
- Time Sheet

Ship Documents (Overview)

- Protests
- Statement of Facts
- Vessel Experience Factor

DAY 3

Operation Site Tour (Practical Training)

- Hazard Identification while executing cargo operation.
- Safety Measures at Tank Farm, Terminal & Onboard Tanker
- Safe Loading / Discharging Operation Principles
- On Shore Cargo Tanks Monitoring Systems (ATG, Temperature, Ullage & Pressure Sensors)
- Cargo Metering System at Tank Farm & Terminal
- Pumping & Piping System
- Mooring System (Safe Practices)
- Sampling System (Techniques) from Shore & Tanker Tanks
- Human Factors affecting Safe cargo operation.
- PPE Importance & Proper usage.
- Stop Work Authority
- Safety Management System implementation
- ISPS Code Requirements & Implementation
- Fixed & Portable firefighting systems on terminal & onboard Tanker.
- Contingency Plans at Site.
- Environment Protection & Spill Prevention (Overview on MARPOL Convention)
- Practical Conduction of internal audit to check compliance with international standards of operation and predict and prevent risks, thus fostering business development

EVENT CODE:

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HP NO: **+6 017 686 2510**

REGISTRATION FEES

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Professional Training Fee

USD \$1,387

Note: All options inclusive of Course Papers, Luncheon, and Refreshments

REGISTRATION DETAILS

1.) Name _____
Position _____
E-Mail _____
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Position _____
E-Mail _____
3.) Name _____
Position _____
E-Mail _____

To ensure your personal assistant also receives confirmation details please
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Name _____
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AUTHORISATION

Signature _____ Date _____
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This booking is invalid without a signature.

AUTHORISATION Signatory must be authorised to sign on behalf of contracting organisation

APPROVALS (HEAD OF DEPARTMENT):

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