

4. Regulations Governing Port Operations At Mailiao Industrial Harbor Administration

Article 1 These provisions are governed by Article 24 of the "Practices Governing the Planning and Construction of Industrial Harbors or Industrial Wharfs".

Article 2 These provisions are formulated to regulate the vessel loading and unloading services provided by the Mailiao Industrial Harbor Administration (hereinafter referred to as the 'harbor').

Article 3 The port operation authority shall be responsible for port operations that take place at all wharves throughout the harbor.

Article 4 The wharves at the harbor are divided into dedicated wharves and the public wharves:

I. Dedicated Wharf: Invested and managed by industrial developers, with a total of 20 dedicated wharves planned and constructed within the harbor.

(I) 3 western wharves

(II) 5 northern wharves

(III) 12 eastern wharves

II. Public Wharf: Public wharves within the harbor are planned and constructed according to the actual demand and schedule of Mailiao Industrial Harbor Administration Company (hereinafter referred to as the 'harbor company').

Article 5 Dedicated wharves shall be equipped with loading and unloading equipment such as loading arms, pipelines, coal unloading machines, salt unloading machines and conveyor belts.

Article 6 The backstage factory at a dedicated wharf shall be equipped with storage and delivery equipment such as storage tanks and pipelines of the industrial developer.

Article 7 After the shipowner or his/her agent (hereinafter referred to as the 'merchant') applies for port entry formalities, the cargo owner who entrusts the operation application procedure and his/her client (hereinafter referred to as the 'client') shall upload the estimated loading or unloading cargo titles, quantity, sailing schedule, and other relevant data onto the dock scheduling system (DSS) to arrange for loading and unloading operations

Article 8 Before the Loading and Unloading Process

I. Before the vessel berthing, loading, and unloading of cargo by the shore, a client shall confirm that he/she has completed the following items:

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(I) Submitted relevant data to the "dock scheduling system".

(II) Processed the "General Discharge Permit", "Special Permit", "Release Notice of Imported Goods and Exported Goods", and "Trans-shipment Manifest of Imported Goods and Exported Goods in Taiwan" with the customs.

II. The port operation authority shall arrange duty personnel in accordance with the estimated arriving vessel as documented in the "dock scheduling system".

III. After the vessel berthing at the wharf, the port operation authority shall handle the following items:

(I) Solicit a stowage plan from the shipper and confirm with the chief mate about the estimated loading and unloading cabins.

(II) Based on the "Regulations Governing Harbor Management and Maintenance at Mailiao Industrial Harbor Administration", provide the chief mate with a "Vessel/Shore Safety Inspection Chart" to carry out a complete inspection before loading and unloading the cargo. Make sure that both sides of the vessel and the shore have completed the safety preparatory work before loading and unloading the cargo.

IV. Port operation authority shall inform the client, notarial staff, and shipper to confirm the cargo quantity and cargo quality before loading and unloading the cargoes.

Article 9 During Loading and Unloading Process

I. The port operation authority shall designate dedicated personnel to go on a security patrol to check that all loading/unloading equipment and machinery are operating normally.

II. Port operating personnel shall supervise the loading and unloading conditions (such as the flow, level, and pressure of storage tanks, pipelines, and affiliated equipment) at all times. If any abnormalities are discovered, ensure proper handling and report to the manager immediately.

III. The site manager shall go on a security patrol to check that all loading and unloading operations are proceeding smoothly.

IV. In case of a tilted hull, abnormal trim, poor cargo fixture, and other abnormalities found during the loading and unloading process, the site manager shall inform the shipper to handle the case. Suspend the entire loading and unloading process as necessary and resume only after the necessary improvement is made.

V. In case of poor weather such as strong winds and big waves that leads to the vibration of the vessel hull and loading/unloading machinery and thus posing safety concerns, suspend the operation immediately.

Article 10 After the Loading and Unloading Process

I. Port operation authority shall inform the client, notarial staff, and shipper of the actual

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loading and unloading quantity.

II. According to the loading/unloading information and notarized reports issued by the notary companies, the port operation authority shall insert the starting/ending time of cargo loading/unloading process and actual cargo loading/unloading quantity into the "dock scheduling system" to facilitate computer billing operations.

Article 11 During the loading and unloading process, safety and efficiency measures must be taken into account and adopt proper operational methods according to the cargo types and characteristics.

Article 12 General Cargo (collectively referred to as groceries, general cargo can be divided into carton cargo, bag cargo, and bucket cargo in accordance with the cargo packaging.)

I. While using a hoisting net to load or unload plywood boxes, cardboard boxes, or soft packages with sensitive surfaces, ensure a pad or a square plate is added to avoid damage to cargo.

II. Bag cargo shall be stacked in accordance with a bilge and cant-line method to ensure overall stability.

III. While using a hoisting net to load or unload bag cargo, stack them up neatly and deliver them progressively. Never draw the hoisting net to pour out all contents within.

IV. Bucket cargo shall be stacked by manpower or a forklift. Never throw or roll them down from a high place to avoid cracking and leakage.

V. Plywood cargo shall never be stacked in a hot and humid place. During the loading and unloading process, carry them carefully without throwing or causing collision.

VI. Wooden crates shall be stacked in accordance with a vertical stacking method to maintain good ventilation. Nail the baffle plate to prevent them from toppling over.

VII. Carton or slippery cargo shall be stacked in accordance with a bilge and cant-line method. Ensure one wooden plank is placed for every three layers of stacking to enhance carton stability and prevent sliding and toppling over.

Article 13 Heavy Cargo

I. Before loading and unloading heavy cargo, ensure the use of steel cables, rings, and racks with appropriate strength.

II. Before hoisting and lifting, confirm the safety energy and lifting angle of the lifting bar and pay close attention to the strength and tension of the steel cable to avoid accidents.

III. Pay close attention to the cargo centroid and strictly abide by the cargo lifting instructions. Contact points between steel wire rope and sharp iron angle shall be padded with sacks, wooden blocks, or old tires to prevent the steel wire rope from being cut or damaged.

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IV. Before lifting, the steel wire rope at the four corners of the cargo shall be straightened out to prevent the centroid from deviating due to movement of the rope sling. When lifting, adopt the vertical lifting method to reduce the load on the steel wire rope.

V. When lifting, take it slowly and steadily. When the rope sling is tightened, pause and see if the rope sling is evenly stretched. Make sure everything is secured without safety concerns before lifting slowly and steadily. After lifting off the ground, pause and examine the position of the ropes. After confirming that there is no problem with the rope slings and the machines, then continue with the lifting.

VI. Before loading and unloading heavy cargo, use a wooden barrier to facilitate subsequent operations.

VII. If it is necessary to relocate heavy cargo within the cabin, place some rolling wood pieces underneath the cargo and use a derrick hoist block to pull the rope slowly and steadily. While the cargo is being moved, onsite personnel shall stay clear of the rope to avoid potential accidents.

VIII. For loading and unloading over-sized cargo that is hard to handle, the port operation authority shall invite the Mailiao Industrial Harbor Administration Company (hereinafter referred to as the 'harbor company'), shipping company, and the client to draft a loading and unloading plan before the loading and unloading over-sized cargo that is hard to handle.

Article 14 Bulk Cargo

I. Before operating personnel enter the cabin, pay close attention to the inclining angle of the bulk cargo to avoid potential danger caused by the movement of the bulk cargo.

II. While in operation, perform average surface excavation instead of local deep excavation to avoid potential danger caused by the breakdown of the bulk cargo.

III. The sequence of bulk cargo loading and unloading at each cabin shall be in line with the loading and unloading plan drafted by the shipper to avoid potential accidents caused by a tilted vessel hull.

IV. While in operation, use a material unloading machine. To improve the bulk cargo unloading efficiency, use excavating and digging equipment for assistance.

V. While in operation, never overload the loading and unloading equipment to avoid potential accidents.

VI. Since salt is susceptible to moisture absorption, in case of rain while unloading salt, ensure the shipper and client is contacted to confirm whether to continue with the operation.

VII. If the salt in the cabin has agglomerated, do not break the salt blocks with the grab of the unloading machine. Select proper equipment to break the salt blocks before unloading.

VIII. While unloading coal, operating personnel shall wear proper protective equipment to avoid damaging the respiratory system.

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Article 15 Liquid Cargo

- I. Personnel, vehicles, and fire control shall follow strictly precautions at the operational site.
- II. In order to protect and prevent leaking oil from spreading and polluting the harbor waters during the loading and unloading process, surround all oil tankers and chemical tankers (with the specific gravity of loading or unloading cargo less than 1 and slightly soluble or insoluble in seawater) with an oil boom.
- III. Before the operation, ensure that the loading arm onshore and loading/unloading manifold outlet on the vessel are connected without any leakage.
- IV. During the operation, pay close attention to the storage tank level, pressure, and temperature changes.
- V. During the operation, record the loading/unloading volume and conveyor pressure changes every hour.
- VI. During the operation, ensure that no waste oil or wastewater is discharged to pollute the seawater.
 - (I) After the operation, perform pipe blowing on the loading arm until there is no material left in the pipeline. Use nitrogen sealing and restore it to the original location.
 - (II) After the operation, close all solenoid valves and on-site manual valves.
 - (III) During the operation, pay close attention to the vessel and wharf conditions until the vessel leaves the shore.

Article 16 Dangerous goods loading and unloading processes shall be strictly in line with the "Regulating Governing Dangerous Good Loading and Unloading Operations at Mailiao Industrial Harbor Administration".

Article 17 Loading and unloading accidents can be categorized as follows:

- I. Casualties.
- II. Cargo damage.
- III. Machinery and equipment damage.
- IV. Fire, explosion, and chemical spills.
- V. Oil leakage.

Article 18 In the event of an accident, the site manager shall report in accordance with the existing provisions. Handle problems using the following methods and suspend the operation as necessary.

I. Casualties:

- (I) In addition to providing first aid treatment for the injured or sending the injured to

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hospital, adopt proper safety measures to prevent potential danger from escalating. Safety and health personnel shall propose the "Accident Reporting Chart" and "Occupational Injury Reporting Chart" in accordance with the existing provisions within 8 hours after the disaster taking place.

(II) According to the Occupational Safety and Health Act, if the number of deaths and injured exceeds 3 or that the number of injured who need hospitalization exceeds 1, or that the central competent authority has announced that a disaster has taken place, the site manager shall take necessary first aid, rescue, and other responsive measures to get the disaster site under control. Report to the port operation authority and occupational safety unit (report to the duty office during out of office hours). Fill out an "Accident Report Chart" and submit it to the occupational safety unit which shall in turn pass it onto the management authority in accordance with the existing provisions within 8 hours after the disaster taking place.

II. Cargo Damage: If there is any abnormality such as cargo damage or deterioration, the port operation authority shall notify the client while the shipping company shall notify the notary personnel for an on-site survey and coordinated handling.

III. Machinery and Equipment Damage

(I) If port operation machinery and equipment is damaged in any way, the site manager shall notify the unit in charge of the incident for further processing and take photos for future reference. If the situation requires it, a third party agreed upon by both parties shall be invited to perform verification and validation. If the damage is not serious enough to affect operational safety, the site manager may notify the unit in charge of the incident and designate dedicated personnel for repair and maintenance in advance before making a claim in accordance with the existing provisions.

(II) When the loading or unloading operation causes any damage to the hull or its machines and equipment, the site manager shall notify the insurance company and shipping company for further handling.

IV. Fire, explosion, and chemical spills:

(I) In the event of a disaster, the site manager shall first carry out disaster relief work. If the disaster is out of control, the site manager shall notify the port operational unit manager and relevant units to deal with the incident.

(II) The site manager shall notify all personnel to remain alert through the public broadcast system and command all personnel to carry out the necessary handling operations by cooperating with the emergency response organization of the Mailiao Industrial Harbor Administration.

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V. Oil Leakage:

(I) In the event of oil spills during the loading or unloading operation, suspend the operation and take the following measures provided below:

1. The site manager shall deal with onshore oil spills in accordance with the preceding provisions.
2. If oil is discharged into the sea, the site manager shall notify the violator to clean up the oil pollution immediately and inform the port company and the management team of Mailiao Industrial Harbor Administration (management team) to take responsive measures.

Article 19 Review of Accidents

I. After the accident has been handled, the manager of the port operation authority shall gather all relevant units to find the root cause and propose improvement measures for further inspection.

II. The port operation authority shall submit the review results to the management team and other relevant units for reference.

Article 20 Wharf duty stations shall be equipped with a firefighting equipment configuration chart that indicates emergency rescue equipment, fire hydrants, firefighting boxes, or firefighting monitors.

Article 21 The port operation authority shall carry out regular inspections and maintenance of emergency equipment and firefighting equipment at all wharves.

Article 22 Firefighting Drills

I. The port operation authority shall hold a fire drill at a specific location every half a year.

II. Before holding a fire drill, draft the plan and submit it to the management team and relevant coordination units for support and cooperation.

Article 23 These provisions shall come into effect after authorization by the central competent authority and the same applies to any amendments made to these provisions.