

# Voyager Dangerous Cargo

# **Training Supplement**

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#### 1 INTRODUCTION

Voyager is the name of a computer system used at Fremantle Ports. Voyager is a tool for managing and recording vessel activities such as berth applications, vessel movements, dangerous cargo manifests and high hazard dangerous cargo. The purpose of this document is to introduce, then detail Voyager Dangerous Cargo's processes relating to the movement of dangerous cargo and high hazard dangerous cargo through the port.

This document is not a replacement for the *Voyager Dangerous Cargo Internet User Manual*, but instead serves as an introductory supplement. Appendix A on page 27 contains instructions on how to access the *Voyager Dangerous Cargo Internet User Manual*.

The instructions outlined within this introductory supplement have been specifically designed for shipping agents, slot charter partners, freight forwarders and consignors.

A separate user manual with corresponding supplement will cover the Dangerous Cargo processes that are managed by Port Service Officers and Vessel Traffic Service Officers at Fremantle Ports.

# 2 OVERVIEW

All vessels that plan to move dangerous cargo through the Port of Fremantle must submit a *Notification* form. If the dangerous cargo is classified as high hazard, then a *Request For Permission* form must also be lodged prior to the *Notification* form. A definition of "high hazard" is found on page 4.

Page 3 contains a high-level flowchart illustrating how these processes relate to each other and work together to manage the transportation of dangerous cargo and high hazard dangerous cargo through Fremantle Ports.

All vessels that plan to berth at berths controlled by Fremantle Ports must complete a Ship Visit in Voyager. Effected berths are illustrated in the map on the following page, and include . . .

- all berths within the Fremantle Inner Harbour,
- the Australian Marine Complex (AMC) located in Jervoise Bay,
- berth 2 at the Kwinana Bulk Terminal (KBT),
- berths 3 and 4 at the Kwinana Bulk Jetty (KBJ), and
- berths at the Kwinana Grain Jetty (KGJ).

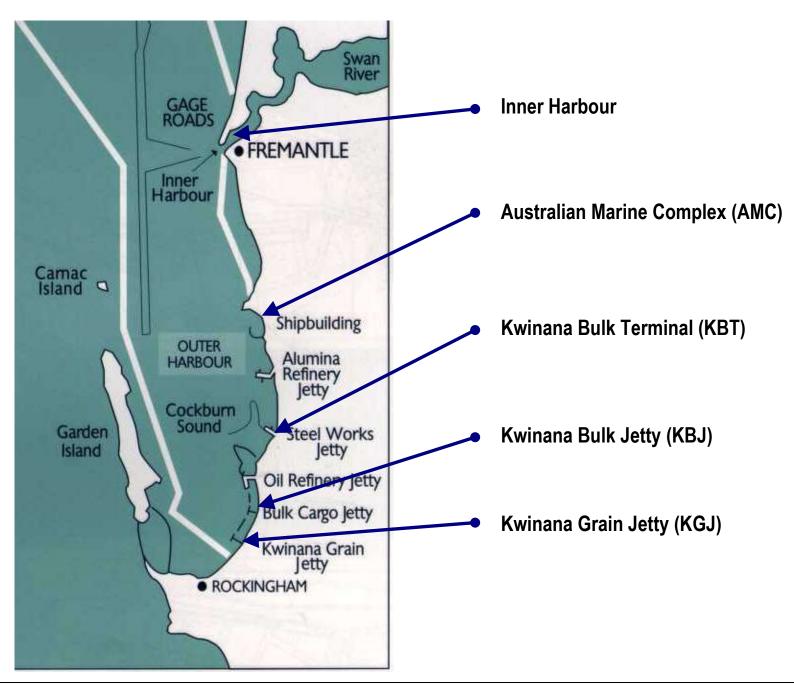
# 3 SCOPE

This supplement will only cover processes 1, 2 and 3 as illustrated on the diagram on page 3.

Process 4 refers to procedures that are managed internally by Fremantle Ports personnel. These procedures are already documented in Fremantle Ports' Procedure Control System (PCS).

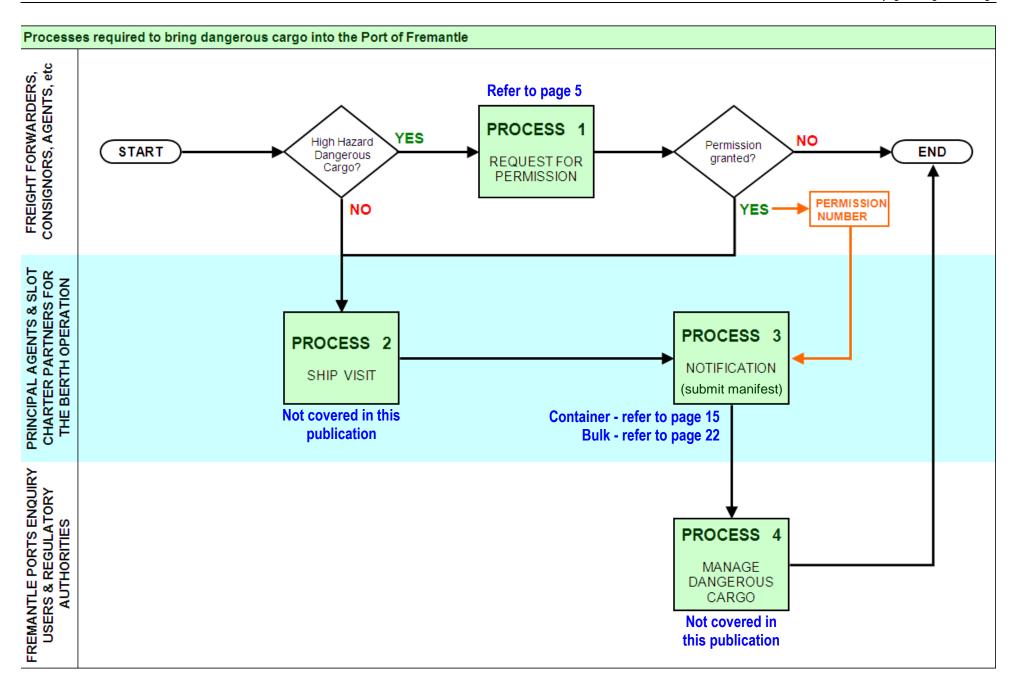
Process 2 (setting up a SHIP VISIT in Voyager) is covered in an online presentation.

Fremantle Ports Voyager Dangerous Cargo



Fremantle Ports

Voyager Dangerous Cargo



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#### 4 WHAT IS HIGH HAZARD DANGEROUS CARGO?

Advance notification is required for all dangerous cargoes entering the Port of Fremantle. This **NOTIFICATION** is required at least 48 hours prior to any dangerous cargo being brought into the port/wharf area. **Page 13** contains Notification instructions.

<u>In addition</u> to notification, **PERMISSION** is required before high hazard dangerous cargoes can be moved through Fremantle Ports. A list of cargoes requiring permission is outlined in the table below. It is strongly recommended that permission be sought well in advance of planning such shipments.

Permission is required for these cargoes due to one or more of the following ...the special hazards associated with the cargoes;

- the need to ascertain the conditions under which cargo entry may be permitted;
- the need to liaise with or to seek approval from other regulatory authorities;
- the need to undertake specific risk assessment or to ensure appropriate Safety
   Management Systems are in place prior to handling of the cargo; and
- the need to coordinate port services, emergency resources and other shipping movements.

**Page 5** contains instructions on how to submit a *Request for Permission* form.

It is recommended that permission requests be lodged <u>well in advance</u> of the anticipated arrival of the dangerous cargoes to the port area and in some instances prior to loading at the port of origin.

NOTEC

High hazard dangerous cargoes for which permission is required . . .

DECODIDATION

CLASS	DESCRIPTION	NOTES
Class 1	Explosives	Applies to all explosives (except for Division 1.4)
Class 2.1	Flammable Gases	Applies to quantities of packaged Class 2.3 load/unload
Class 2.2	<b>Compressed Gases</b>	exceeding 500 kg (excludes cylinders) and transit exceeding 25000 kg (excludes cylinders, drums)
Class 2.3	<b>Toxic Gases</b>	
		Applies to bulk (excludes transit cargoes of Class 2.2)
Class 3	Flammable Liquids	Applies to Packing Group I in bulk only
Class 4	Flammable Solids	Only when transported in bulk
Class 5	Oxidising Substances	◆ Packing Group I in quantities exceeding 400 tonnes; or
		◆ Ammonium nitrate or calcium hypochlorite in quantities exceeding 30 tonnes (packaged in containers) at North Quay common user berths or 150 tonnes (break bulk − e.g. loose IBCs) at Kwinana Bulk Jetty
		◆ Ammonium nitrate or ammonium nitrate fertilizers in bulk
		♦ All classes 5.1 and 5.2 (only when transported in bulk).
Class 6.1	<b>Toxic Substances</b>	Only when transported in bulk
Class 7	Radioactive Material	Applies to all radioactive substances (excludes transit cargoes)
Class 8	Corrosive Substances	Applies to Packing Group I in bulk only

# 5 PROCESS 1 - REQUEST FOR PERMISSION FORM

PERMISSION is required for the entry of high hazard dangerous cargoes into Fremantle Ports.

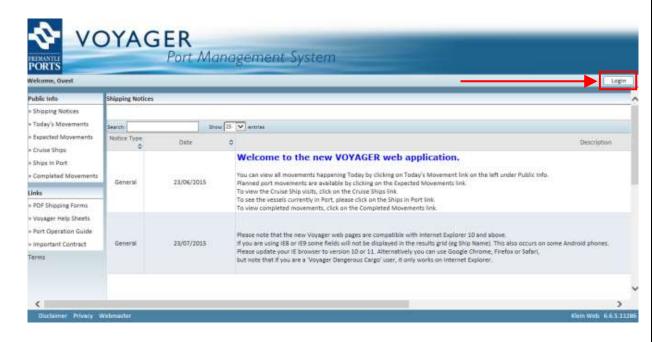
If your dangerous cargo is NOT of a high hazard nature, then you can skip this process, as you will only need to NOTIFY Fremantle Ports of the dangerous cargo you wish to transport through the Port.

The steps of this procedure are outlined in Process 3 – Notification on page 13.

1 Access Voyager from the Fremantle Ports website located at www.fremantleports.com.au

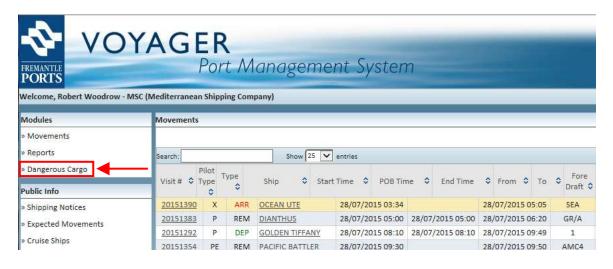


Click the **Voyager** Quick Link, then click **Login**.

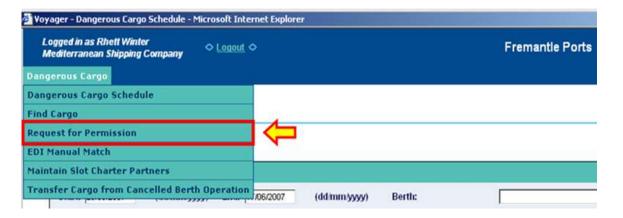


Enter your **User Name** and **Password**, then click the **Log In** button.

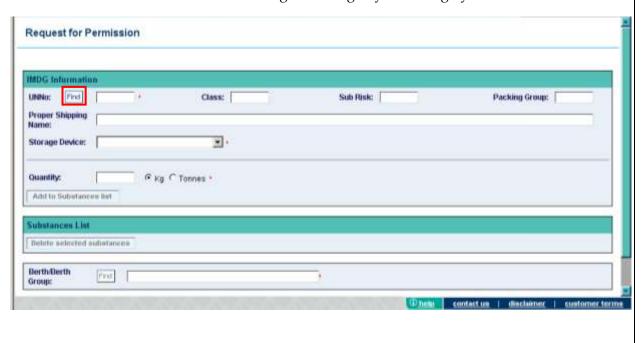
2 Click the **Dangerous Cargo** link.



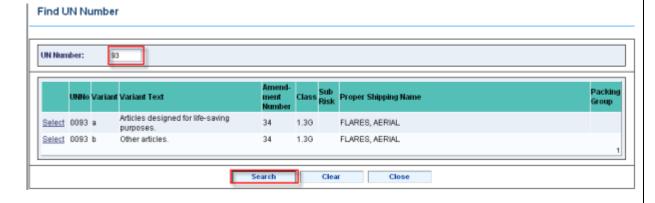
3 Click the Dangerous Cargo heading, then choose Request for Permission.



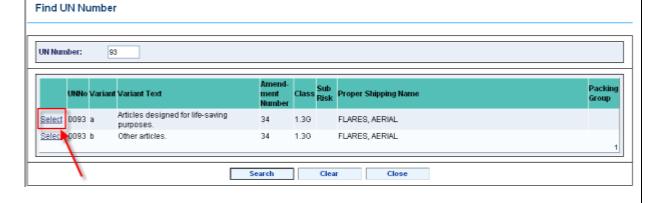
4 Click the **Find** button and locate the dangerous cargo by searching by its UN Number.



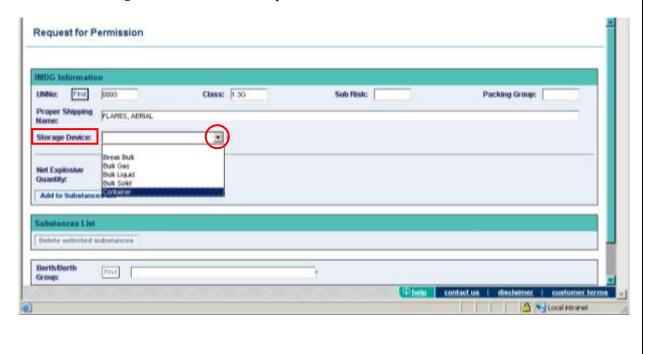
5 Enter the *United Nations Number* for the dangerous cargo, then click the **Search** button.



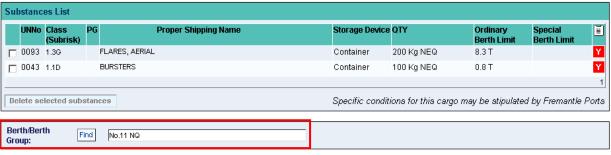
**6** Choose the cargo by clicking the **Select** button.



7 Choose a **Storage Device** from the dropdown list.



8 Enter the Quantity in either kilograms or tonnes, (with no decimal places), Request for Permission IMDG Information Class: 1.3G UNNo: Find Sub Risk: Packing Group: Proper Shipping FLARES, AERIAL Storage Device: Container **T** Net Explosive Quantity: Add to Substances list then click the Add to Substances list button. NOTE – all items in the form with a red asterisk (\*) must be filled in. 9 Repeat steps 4 to 8 for additional dangerous cargo requiring permission for this shipment. The details for each item will appear in the **Substance List**. Substances List Proper Shipping Name Storage Device QTY Ordinary Berth Limit Class (Subrisk) Special Berth Limit UNNo □ 0093 1.3G FLARES, AERIAL Container 200 Kg NEQ □ 0043 1.1D BURSTERS Container 100 Ka NEQ Delete selected substances Specific conditions for this cargo may be stipulated by Fremantle Ports 10 Choose a **Berth** / **Berth Group**. Berth/Berth Find Group: Use the **Find** button to locate the desired berth. Find Berth/Berth Groups Berth/Derth Group Enter the berth number, then click the **Search** button. Edect No.11 NO Click the **Select** button. The requested berth will be added to the *Request for Permission* form. Substances List **Proper Shipping Name** Storage Device QTY Berth Limi Berth Limit (Subrisk



Berth Limit information regarding individual limits for each berth (as at 15 June 2015).

		EXPLOSIVE	S CLASS 1		0	XIDISING S	JBSTANC	ES CLA	SS 5.1	
	Divisions 1.1, 1.5 & 1.6	Division 1.2	Division 1.3	Division 1.4	Ammonium Calcium Hy		Packing	Group I	Ві	ılk
BERTH		•	Quantity (NEQ) nes)		Ordinary Berth Container or Break Bulk (Tonnes)	Special Berth (Tonnes)	Ordinary Berth	Special Berth	Ordinary Berth	Special Berth
NQ 1	0.6	0.6	5		30	NA				
NQ 2	1.4	1.3	22.3		30	NA				
NQ 4	1.6	1.7	30.5		30	400				
NQ 5	2.5	6.2	61.4		30	400	0	0	0	0
NQ 6	0.9	0.8	9.2	ЕО	30	400	<u>П</u>	О. П	Ω π	OIF
NQ 7	3	11.2	86.1	RICT	30	750	П	П	Ш	Ш
NQ 8	4.2	37.5	166.7	<u>~</u> ⊢	30	750	Ø	S ⊢ O	S	w
NQ 9	1.8	3	43.2	E S I	30	750	<b>⊢</b>			<b>⊢</b> 0
NQ 10	1.2	1.2	17.1	Z Z	30	750	٥٥	ם ה כ	٥	٥٥٥
NQ 11	0.8	0.8	8.3	5	30	750	ROE	ROI	N 0 1	ROI
NQ 12	1.2	1.2	17.1		30	750	<u> </u>	<u> </u>	<u> </u>	٣
KBB2	19.6	250	250		30	NA				
KBB3	10	250	250		30	4000				
KBB4	11.5	250	250		30	7500				

11 Enter the ETA (expected time of arrival) in the format "dd/mm/yyyy".

Also enter the Contact Phone number.



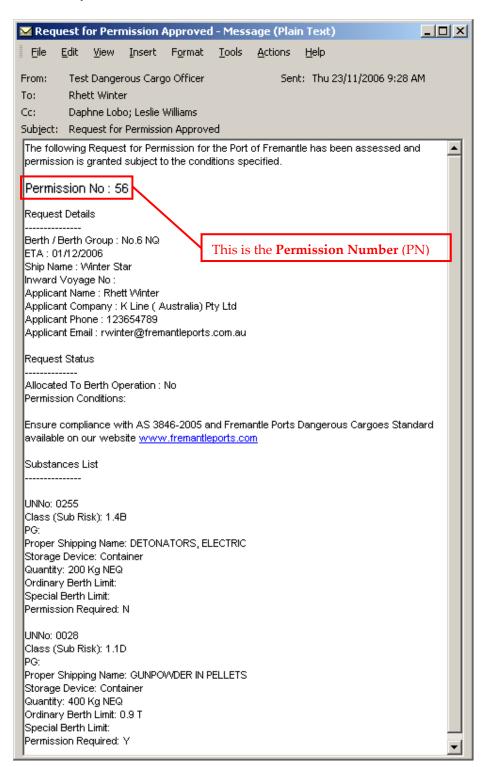
Review the form and add any additional information that you can provide.

12 Click the **Submit Request** button. A warning message will appear.

Request Details			
ETA:	26/01/2007 (dd/mm/yyyy)	Ship Name: Find Pacific Lover	Inward Voyage No:
Applicant Details			
Name:	Rhett Winter	Contact phone:	0412 123 123 *
Company:	K Line ( Australia) Pty Ltd	Contact email:	rwinter@fremantleports.com.au
Submit Request	Cancel		

Your request will go directly to the Dangerous Cargo Officer for processing, which can take up to 5 working days. Once processed, you will receive an email indicating whether permission has been granted. If granted, the email will include a unique **Permission Number**. Take note of the **Permission Number**, because you will be asked to enter this again in the future. The Permission Number can sometimes be referred to as the Request Number.

The email you'll receive will look similar to this one . . .



Note that the email will usually include conditions. These must be adhered to.

If your request was rejected, then the email will also provide suggestions that should help you to achieve approval with the next submission. Any questions should be directed to the **Dangerous Cargo Officer** on **(08) 9430-3367**.

For more information please refer to page 62 in the VDCIUM.

Fremantle Ports Voyager Dangerous Cargo PROCESS 2 - SHIP VISIT

# 6 PROCESS 2 - How to add a new SHIP VISIT

The procedure for adding a new SHIP VISIT in Voyager is covered in a separate presentation. To access the instructions, open the Fremantle Ports Internet Home page (www.fremantleports.com.au), then click the **Voyager** hyperlink on the right.

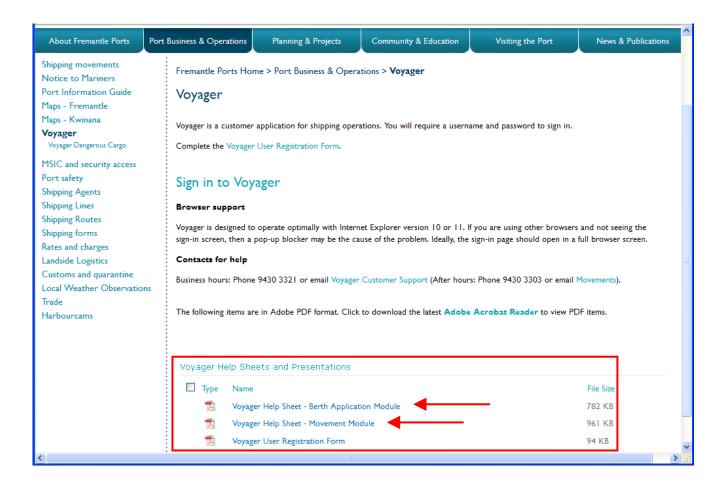


Click Voyager Help Sheets (in the left margin).



Fremantle Ports Voyager Dangerous Cargo PROCESS 2 - SHIP VISIT

The **Help Sheets** are located at the bottom of this screen.



For shipping agents, the **Berth Application Module** help sheet will show you how to create and manage visits and also enter movement details. You can also manage requests for services, (such as tugs, lines boats, mooring, pilot, etc), and activities, (such as fresh water, hot works, bunkering, repairs, etc).

In the **Movement Module** help sheet, you will learn how to update:

- ETA / ETD
- Draft / Stability Data
- Contact Information
- Manage Visits
- Manage Activities

If you don't have a Voyager account, there's also a **User Registration Form** for you to fill-in, then submit. This page also gives you contact details should you have any questions or experience technical issues.

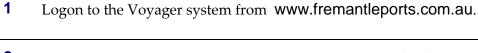
# 7 PROCESS 3 – NOTIFICATION FORM (CONTAINER)

You need to notify Fremantle Ports at least 48 hours in advance if you plan to move dangerous cargo through the port. All dangerous cargo must be recorded using the following process.

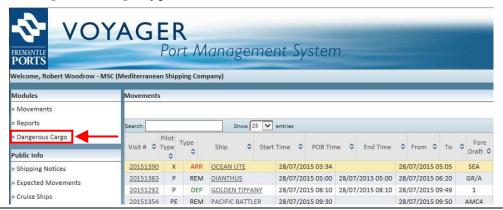
If the dangerous cargo is classified as "high hazard", then you are <u>also</u> required to follow the instructions for Process 1 and fill in a *Request for Permission* form. You <u>cannot</u> introduce high hazard dangerous cargo into the port before permission has been granted. High hazard dangerous cargo requires you to complete both process 1 <u>and</u> process 3.

Page 4 – clarifies what is meant by "high hazard" dangerous cargo.

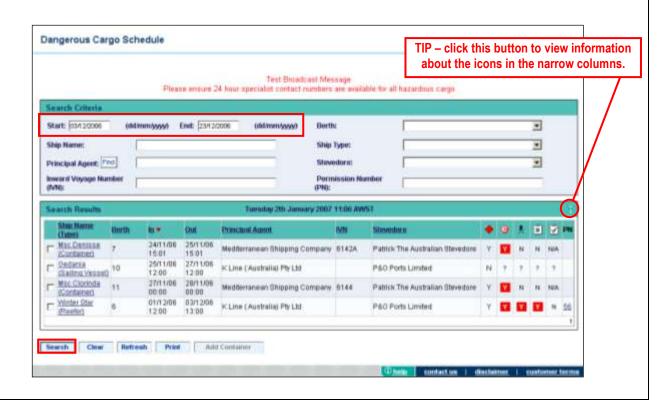
Page 5 – contains step by step instructions on how to complete a *Request for Permission* form.



2 Click the **Dangerous Cargo** hyperlink, located on the left of the screen.



3 The Dangerous Cargo Schedule will appear, displaying vessels due within the next 20 days.



"IVN" is an abbreviation for *Inward Voyage Number*.

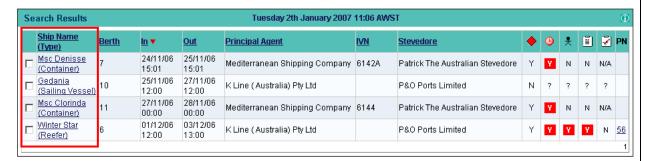
The following table describes each of the symbols displayed in the narrow columns located on the right hand side of the Dangerous Cargo Schedule.

Field Name	Description
•	An indicator showing whether any Dangerous Cargo manifests have been successfully submitted for the Berth Operation.
	Y – Dangerous Cargo manifests exists N – Otherwise
<u> </u>	An indicator showing whether the Berth Operation includes time restricted cargo.
	Note : This applies to Container and Break Bulk Cargo only
	<ul> <li>Pangerous Cargo manifests DO NOT exist for the Berth Operation</li> <li>Time restriction is &lt;= 24 hours</li> <li>Otherwise</li> </ul>
*	An indicator showing whether the Berth Operation includes cargo that requires manning.
	<ul> <li>Pangerous Cargo manifests DO NOT exist for the Berth Operation</li> <li>Manning Required</li> <li>Otherwise</li> </ul>
iii	An indicator showing whether the Berth Operation requires a "Request for Permission" to be approved by Fremantle Ports Dangerous Cargo Officer.
	<ul> <li>Pangerous Cargo manifests DO NOT exist for the Berth Operation</li> <li>Permission Required</li> <li>Otherwise</li> </ul>
Ž	An indicator showing whether the Berth Operation which required permission is approved by Fremantle Ports.
	<ul> <li>Pangerous Cargo manifests DO NOT exist for the Berth Operation</li> <li>Permission is Not Required</li> <li>Permission Required and Permission Adequate</li> <li>Permission Required and Permission Not Adequate</li> </ul>
PN	Permission Number of the Request For Permission allocated to the Berth Operation

You can only search for a 20 day period, otherwise the following message will appear . . .

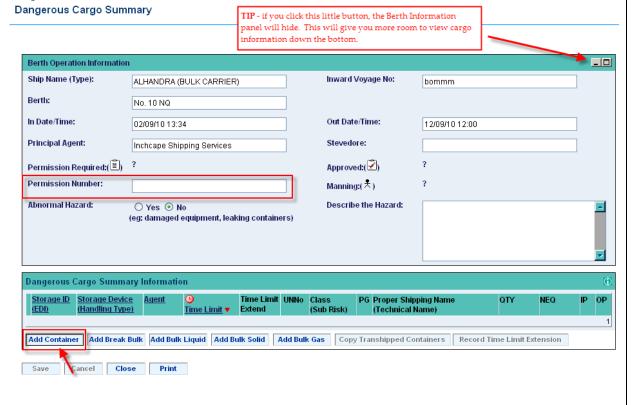


4 Click the underlined name of the ship that will be carrying the dangerous cargo.



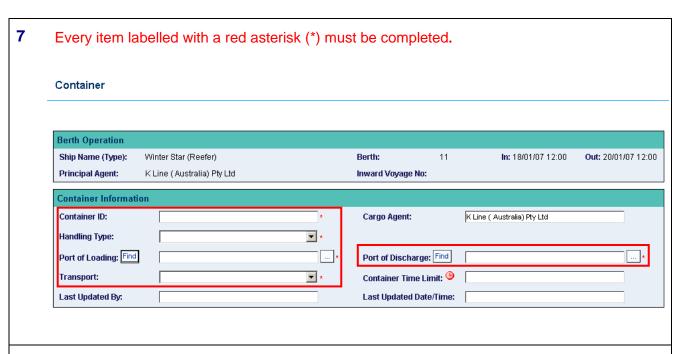
If the ship name isn't underlined, then you don't have permission to edit the ship's data.

If your dangerous cargo is deemed to be high hazard, then you should have received a *Permission Number* via email when you successfully completed the **Request for Permission** process. If applicable, enter the *Permission Number* in the space provided. This number appears at the top of the email approving your request, and may also be referred to as the Request No.



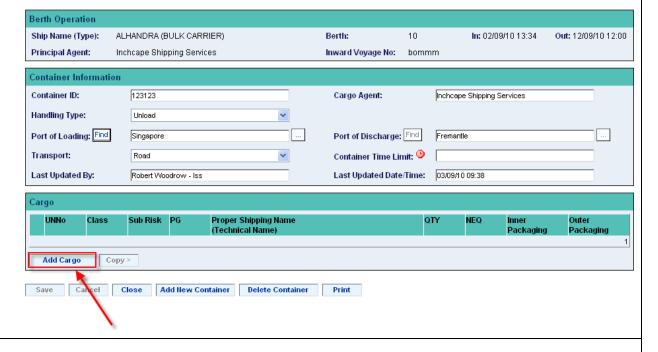
6 Click the **Add Container** button. If it is not activated, then click the **Save** button first.

Please refer to page 20 for instructions on how to add non containerized cargo such as break bulk , bulk liquid, bulk solid and bulk gas.



Note that if you choose the "Tranship" option in the **Transport** dropdown list, you will have the opportunity in the *Dangerous Cargo Summary Information* pane to click the **Copy Transhipped Containers** button. This will display a list of ships where you get to choose which one the selected container will be shipped to.

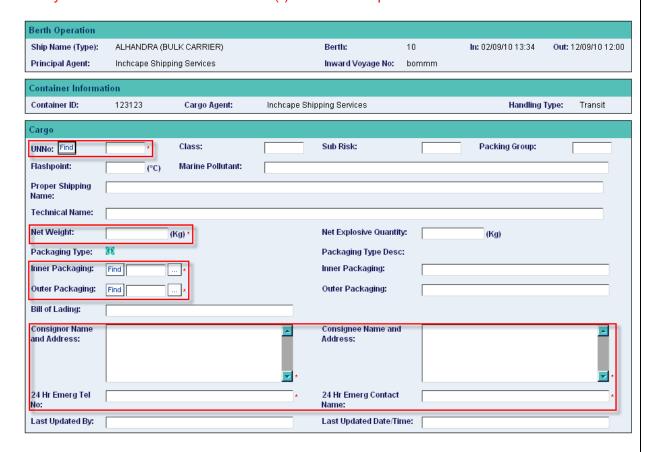
**8** Click the **Save** button. Now it's time to add the dangerous cargo to the container.



9 Click the **Add Cargo** button.

If you filled out a *Request For Permission* form, it will be useful during the next few steps to refer to a printout of the form or the email that approved your request.

# 10 Every item labelled with a red asterisk (\*) must be completed.



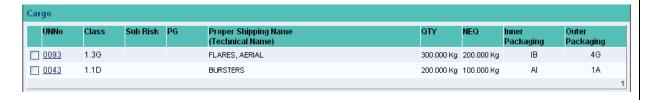
#### 11 Click the Save button.

If you plan on adding more cargo to the same container, and the consignee / consignor details for the new cargo is the same as the cargo details you have just entered, then you can click the **Copy** button and choose **Copy consignee/or to new cargo in this container**.

If there is more dangerous cargo in the same container, (and the consignee / consignor details are different), then perform steps 9 to 11 again.

If the same cargo type will also be transported in another container, then you can use the **Copy** button to copy the same cargo information you've just entered for this container to the details for a new container.

12 Click the Close button. Dangerous cargo that you've added to the container will be listed at the bottom of the screen.



13 Click the Close button again to close the container's window.

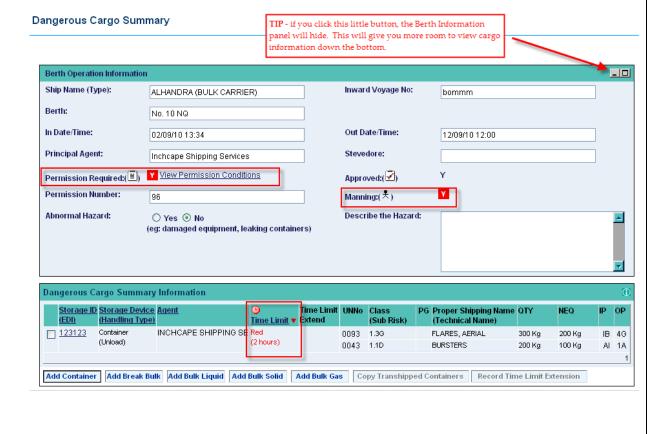
Click the **Add Container** button again to add additional containers that will be carrying dangerous cargo, then redo steps 6 to 13 as outlined above.

To copy the same cargo to another container, select the cargo in the *Container* screen, by ticking the little white box located to the left of the cargo's UNNo, then click the **Copy** button.

	UNNo	Class	Sub Risk	PG	Proper Shipping (Technical Name
Г	0093	1.3G			FLARES, AERIAL
Г	<u>0043</u>	1.1D			BURSTERS

Now would be a good idea to review information contained on the *Dangerous Cargo Summary* screen and familiarise yourself with any permission conditions relating to the dangerous cargo, as well as manning requirements and time constraints (if applicable).

Click the **Close** button.



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Please note that a red warning message may appear at the top of the screen if you add dangerous cargo that still requires permission.

The message will read . . .

# **WARNING**: permission has not been granted

Once your application has been approved, the email you'll receive will look similar to this one –

Subject: VOYAGER DANGEROUS CARGO: Dangerous cargo permission granted

Fremantle Ports has granted a dangerous cargo permission for: Winter Star at No.11 NQ, ETA 18/01/2007 12:00, subject to compliance with the following specified conditions. If you require further information please ring (08) 9430 3555.

Ensure compliance with AS 3846-2005 and Fremantle Ports Dangerous Cargoes Standard available on our website www.fremantleports.com.au

Customer's representative who has immediate access to specialist advise in an emergency shall be present during loading or unloading

Explosives should not be brought into the port area unless the receiving ship is ready to load and similarly should not be unloaded unless the means of transport awary from the port area is ready.

Any lift trucks used to handle explosives shall not be petrol powered, shall be fitted with spark arresters where appropriate and shall be inspected prior to use to ensure they are free of leaks.

Loading or unloading shall not occur during electrical storms

For more information please refer to page 5 in the VDCIUM.

# 8 PROCESS 3 - NOTIFICATION FORM (BULK)

(Continued from the bottom of page 15)

There are four bulk options to choose from.

Add Break Bulk

Use **Break Bulk** when the cargo is not being transported in a container, nor loose in the ship's hatch. For example the cargo may be stored in large bags, drums, etc.

Add Bulk Liquid

Use **Bulk Liquid** when the cargo is stored in a liquid state, but not transported in a container or break bulk, (drums, etc). Examples of bulk liquid include caustic soda, solvents, liquid petroleum products, oils, acid, etc.

Add Bulk Solid

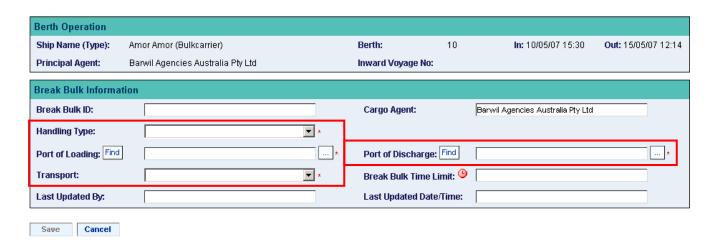
Use **Bulk Solid** for items stored loose in the hold of a ship, including powders. Examples of bulk solid include fertilizer, sulphur, coal, etc.

Add Bulk Gas

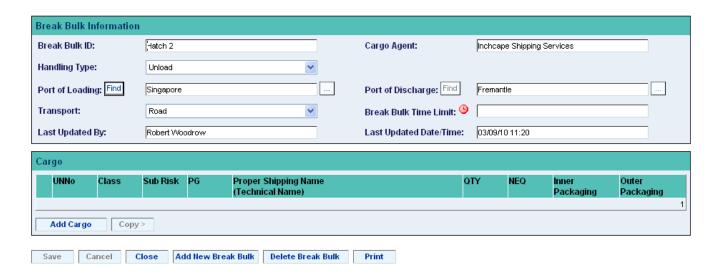
Use **Bulk Gas** for gaseous items that are transported in a tank in a ship's hold that has been specially built to transport gases. Some gases are compressed until they form a liquid. This makes them easier to transport and easier to store. Examples of bulk gas include LPG, propane, etc.

# 8.1 BREAK BULK

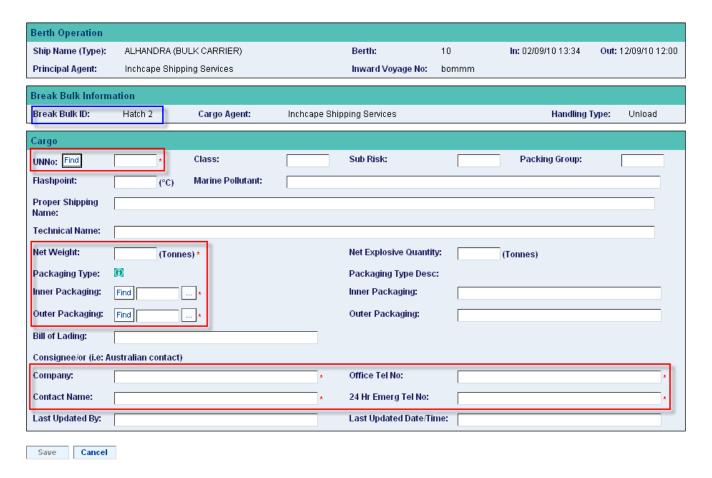
Items with a red asterisk must be filled in.



Click the **Save** button to continue to the next step.



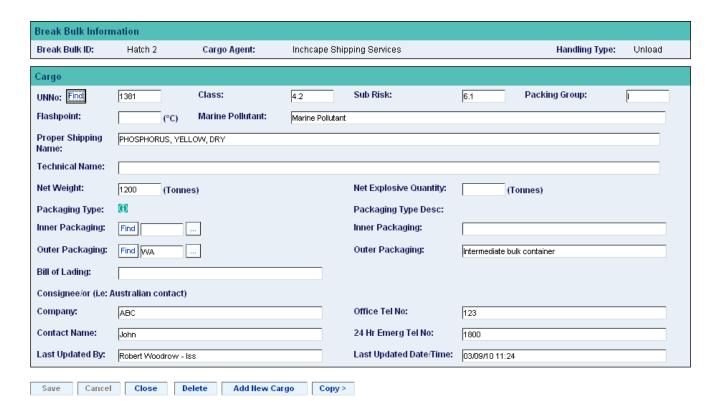
Click the Add Cargo button. Items with a red asterisk must be filled in.



Click the Save button.

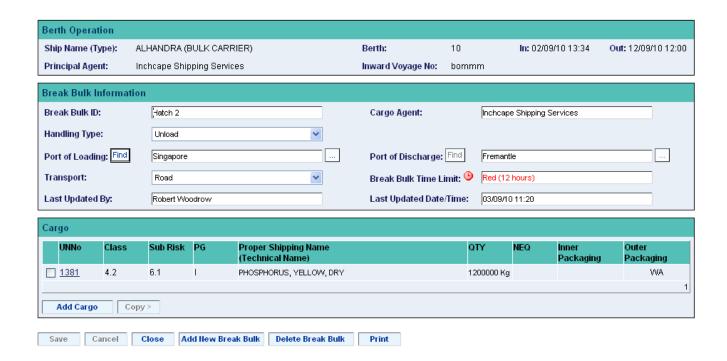


Use the Add New Cargo button to add more dangerous cargo to the same Break Bulk ID, eg Hatch 2.



Click the **Close** button when you are finished adding dangerous cargo.

The cargo belonging to the Break Bulk ID is summarized at the bottom of the screen.



Use the **Add New Break Bulk** button to add another Break Bulk ID, (eg hatch 3), then follow the previous instructions to add new break bulk cargo to 'hatch 3'.

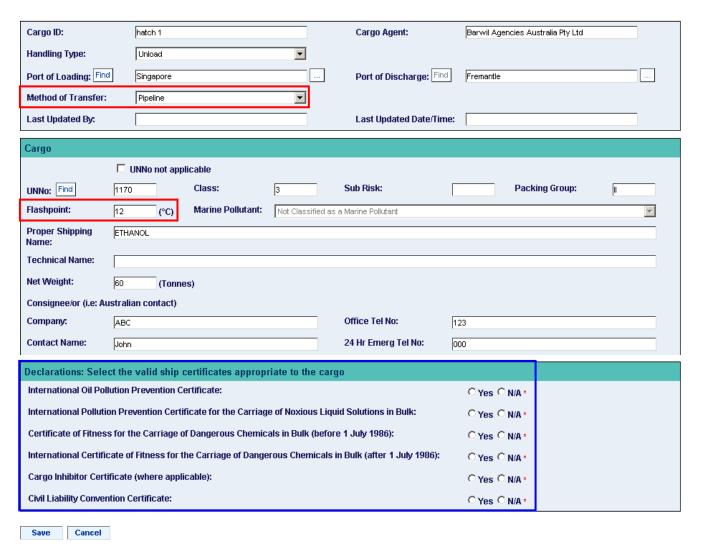
Save, then close.

The break bulk contents of each hatch is summarized at the bottom of the following table.



#### 8.2 BULK LIQUID

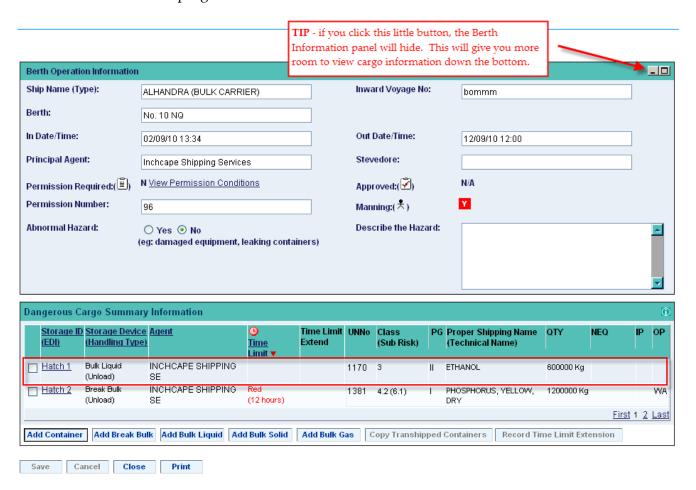
The require information is very similar to the previous screens, but there are some additions. For example, you may need to provide the **Flashpoint** temperature in degrees Celsius. "Pipeline" as a method of transfer is new.



The main difference is the **Declarations** area.

As with previous screens, any items with a red asterisk must be completed.

Click the **Save** button to progress to the next screen.



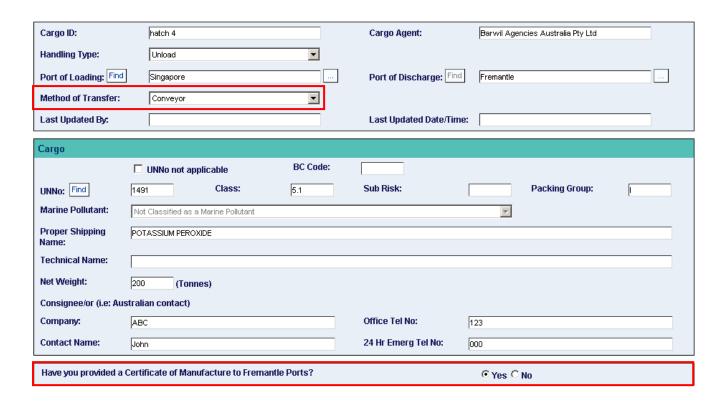
Now you can see each Storage ID for the vessel with its respective dangerous cargo.



#### 8.3 BULK SOLID

This screen is very similar to the Break Bulk screens, but there are a couple of changes.

For example, there is a **conveyor** option included as an option for *Method of Transfer*.

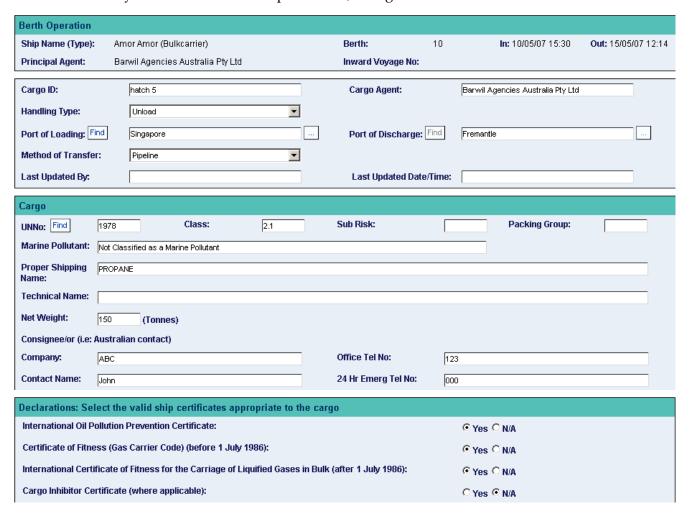


Also note the Certificate declaration down the bottom.

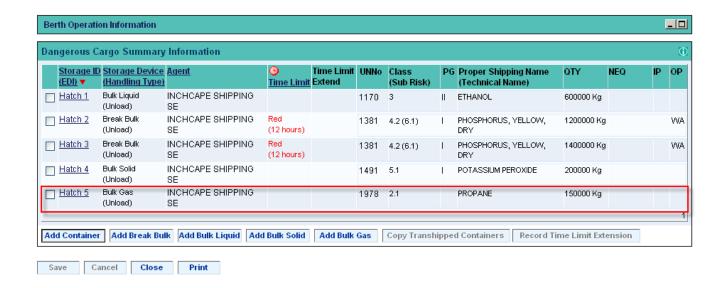


#### 8.4 BULK GAS

This screen is very similar to the Bulk Liquid screen, though the Declarations area is a little smaller.



Save your changes, then click the Close button.



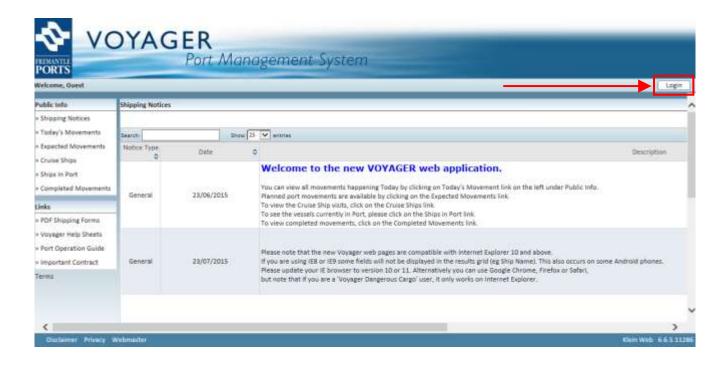
# 9 APPENDIX A - ACCESSING THE VDC USER MANUAL

The Voyager Dangerous Cargo Internet User Manual is available online from the Internet.

Go to Fremantle Ports' Internet site at www.fremantleports.com.au, then click on Voyager.



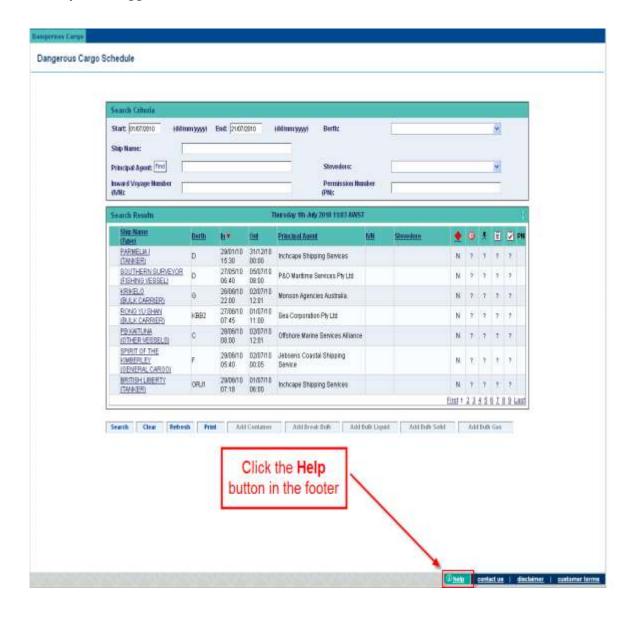
Click the Login button, then provide your User Name and Password and click Login.



Click the **Dangerous Cargo** hyperlink, located in the left margin.



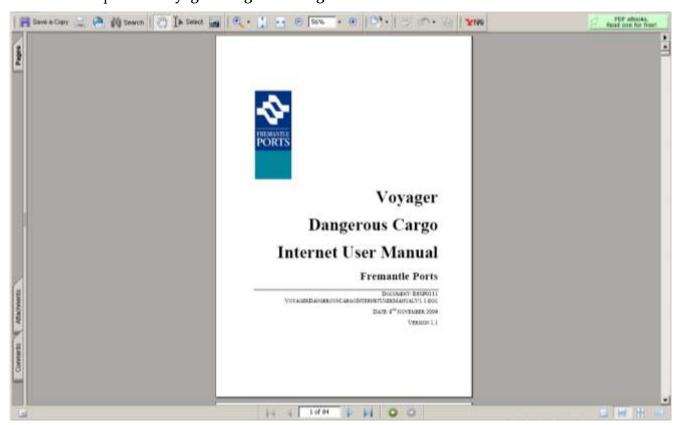
At the bottom of the Voyager Dangerous Cargo window is a footer. This footer will always be visible while you're logged in.



Locate the **Voyager Dangerous Cargo Internet User Manual** heading in the list of Voyager Dangerous Cargo Help resources.



Click here to open the Voyager Dangerous Cargo Internet User Manual.



# 10 APPENDIX B - WHERE CAN I GET SUPPORT?

(current as of August 2015)

# **Dangerous Cargo**

Dangerous Cargo Officer	(08)	9430	3367	Fax	9430	3577
DangerousCargoOfficer@fremantleports.com.au						

(backup)

Port Safety Advisor (Dangerous Goods).....(08) 9430 3441

# **Voyager**

Administrator	Frank Dick	(08)	9430	3381	Fax	9430	3505
voyageradministrator@frem	nantleports.com.au						

(backup)

Administrator.......Julie Anderton......(08) 9430 3498......Fax 9430 3505

# **Other Contacts**

Harbour Master	(80)	9430	3313
Movement Control	(80)	9430	3303
Port Security Centre	(80)	9430	3416
Port Services (Fremantle, AMC, KGJ)	0418	945	209
Port Services (KBT, KBJ)	0417	171	419

# **NOTE**

If you follow the instructions within Appendix A, you will be able to access other online publications.

Fremantle Ports

Voyager Dangerous Cargo

# 11 APPENDIX C - BERTH LIMITS (as at 15 June 2015)

Prior to developing a Safety Management System and requesting Special Berth approval it is strongly recommended that the requirements be discussed with the Fremantle Ports Port Safety Advisor (Dangerous Goods) on (08) 9430 3441.

		EXPLOSIVE		0	OXIDISING SUBSTANCES CLASS 5.1					
	Divisions 1.1, 1.5 & 1.6	Division 1.2	Division 1.3	Division 1.4	Ammonium Calcium Hy		Packing	Group I	Ві	ılk
BERTH		•	Quantity (NEQ) nes)		Ordinary Berth Container or Break Bulk (Tonnes)	Special Berth (Tonnes)	Ordinary Berth	Special Berth	Ordinary Berth	Special Berth
NQ 1	0.6	0.6	5		30	NA				
NQ 2	1.4	1.3	22.3		30	NA				
NQ 4	1.6	1.7	30.5		30	400	<u>0</u>	0	0	
NQ 5	2.5	6.2	61.4		30	400				0
NQ 6	0.9	0.8	9.2	ЕО	30	400	<u>.</u> П	CIF	O F	<u>П</u>
NQ 7	3	11.2	86.1	RICTED	30	750	П	CT SPE	T SPE	<u>П</u>
NQ 8	4.2	37.5	166.7	<u>~</u>	30	750	Ø			w
NQ 9	1.8	3	43.2	⊢ ⊗ !!!	30	750	C			<b>⊢</b>
NQ 10	1.2	1.2	17.1	Z П	30	750	٥	۵ ۸ (	٥٥٥	٥٥٥
NQ 11	0.8	0.8	8.3	5	30	750	ROI	ROI	ROI	ROI
NQ 12	1.2	1.2	17.1		30	750	<u> </u>	9	<u> </u>	σ.
KBB2	19.6	250	250		30	NA				
KBB3	10	250	250		30	4000				
KBB4	11.5	250	250		30	7500				