

**Guidelines for vessels receiving bunkers in the Port of Sunderland.**

The following checklist must be completed and signed by an authorised representative of the vessel receiving bunker fuel and must be forwarded to the Harbour Master prior to the vessels departure.

Vessels must notify Sunderland Port Control on VHF channel 14 before commencement and on completion of bunkering operations.

Name of vessel:

Time and Date:

Signature:

Title/Rank:

| Pre Bunker Checklist   |        | Comments |
|--|--------|----------|
| Has water around vessel been checked   | Yes/No |          |
| Is vessel properly secured to quay   | Yes/No |          |
| Have relevant deck scuppers on vessel been firmly sealed   | Yes/No |          |
| Has quantity of fuel oil to be supplied been agreed  | Yes/No |          |
| Has oil specification sheet been received  | Yes/No |          |
| Are warning signs in position  | Yes/No |          |
| Is SOPEP plan available  | Yes/No |          |
| Is clean up material available   | Yes/No |          |
| Are adequate fire fighting appliances at hand  | Yes/No |          |
| Is Bravo flag/red light showing  | Yes/No |          |
| Has appropriate stop/start signal with vessel been agreed  | Yes/No |          |
| Has communications system been agreed  | Yes/No |          |
| Has an emergency stop procedure been agreed  | Yes/No |          |
| Has condition of hose and couplings been checked   | Yes/No |          |
| Are tank and pump valves correctly set   | Yes/No |          |
| Are delivery vehicle valves checked open/shut  | Yes/No |          |
| Are unused manifold valves blanked off   | Yes/No |          |
| Will there be adequate space in the tank being filled, to receive excess oil in hoses being cleared by air | Yes/No |          |
| Have any special instructions issued by the Harbourmaster or operations department been complied with      | Yes/No |          |
|  |        |          |

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| During bunkering operation                  | Comments |
|---|----------|
| Monitor fuel hose and connections for leaks |          |
| Check vessel moorings                       |          |
| Check trim of bunker barge/vessel           |          |
| Check surrounding water for oil             |          |
| Check communications with receiving vessel  |          |
| Continue to monitor operation               |          |

| On completion of bunkering operation     |        | Comments |
|--|--------|----------|
| Is bunker valve closed                   | Yes/No |          |
| Is hose disconnected                     | Yes/No |          |
| Is clean up gear stowed away             | Yes/No |          |
| Are fire fighting appliances stowed away | Yes/No |          |
| Is red flag/light removed                | Yes/No |          |
| Water around vessel checked              | Yes/No |          |
| Inspection of surrounding area completed | Yes/No |          |
| Correct documentation completed          | Yes/No |          |

General Safety considerations during Bunkering:

SOPEP locker equipment

Emergency shut-down arrangements

Bunker line over-flow arrangements to overflow tank

Containment trays

Consistent & Continuous observations