

PROCEDURE

Issued by: Capt AK Ullah, Harbour Master **Date** 18/02/2013
Subject: **Bunkering and oil transfer.**

1.0 Information

- 1.1 These procedures apply to any vessel engaging in bunkering / oil transfer operations within Port of Sunderland's jurisdiction.
- 1.2 Bunkering means the transfer of liquid hydrocarbons, intended for a vessel's main propulsion system, and/or operation of the vessel's auxiliary equipment, and/or for lubrication of a vessel's engine or other machinery.

2.0 Procedure

- 2.1 The master/ manager of a vessel exceeding 50 gross tons (other than one which usually navigates solely within port limits) intending to receive bunkers, whether alongside a tidal berth, within the enclosed dock system or at anchor shall give written notification requesting the Harbour Master's permission to undertake the bunkering operation.
- 2.2 A minimum of 24 hours notice should be provided to Local Port Services (LPS), Port Control. In exceptional circumstances, less than 24 hours notice may be accepted at the Harbour Master's discretion.
- 2.3 Once permission has been granted and before bunkering/oil transfer operations commence, the master or representative shall notify Sunderland Harbour Radio that the Port of Sunderland's "Bunkering/oil transfer checklist" (**Annex A**) has been completed.
- 2.4 He will also advise the type and quantity of fuel/oil involved, together with start/finish times of the operation.
- 2.5 Operations must not commence until the pre-bunker checklist section has been completed in full and permission to proceed with operations has been granted by the Harbour Master or his authorised representative.
- 2.6 LPS will fully complete the "Bunkering" application of the Reports Switchboard within the Port Operations Database.
- 2.7 The fully completed form must be handed to the pilot on departure or delivered to Port Control.

3.0 Precautions for bunkering/oil transfer operations

3.1 The master of any vessel engaged in oil transfer or bunkering operations shall ensure that:

- a. Scuppers are firmly closed
- b. The vessel is securely moored and moorings tended
- c. Any special instructions issued by Port Of Sunderland have been complied with.
- d. Bunker / oil pipes which are not in use are effectively blanked.
- e. Bunker / oil hoses have sufficient play and are adequately supported.
- f. Bunker oil hose connections have been provided with a good seal.
- g. There is a well-tightened bolt in every hole in the bunker hose connection flange.
- h. There is a sufficiently large overflow container under the bunker hose connection(s).
- i. Cargo handling or other operations in progress will not be hazardous to the bunkering operation, or vice versa.
- j. There is an agreed communication system established between the vessel receiving the bunkers and the bunkering barge / tanker, road tanker or terminal.
- k. There is an agreed communication system established between the visual watch personnel on deck and the engineering staff responsible for loading the bunkers.
- l. A nominated Officer(s) is in charge throughout the bunkering operation.
- m. A visual watch be maintained on the side of the vessel away from the point of supply.
- n. All gauges and alarms used fuel transfer operations are in good working order and are monitored throughout the process.

4.0 Suspension of Operations

4.1 If the requirements laid down with these procedures cannot be fulfilled during the operation, bunkering / fuel Transfer operations must be immediately suspended and LPS advised accordingly, together with the reasons for such action.

4.2 Bunkering operations may only resume once all criteria with this notice have been met, confirmation of this being provided to LPS and permission granted to resume.

5.0 Oil Spills

5.1 If a spillage occurs, the master of any vessel involved in bunkering / fuel transfer operations must inform the Harbourmaster through LPS immediately.

5.2 The Port of Sunderland Oil Spill Contingency Plan will be implemented.

5.3 The Master of any vessel involved in bunkering operations must provide a written report to the Harbour Master or his representative as soon as possible. Failure to do so may result in the vessel's sailing being delayed.

- 5.4 Any costs involved in any subsequent oil clean up will be to that of the vessel receiving the bunkers.
- 5.5 Criminal proceedings under oil spill legislation may be initiated by the Harbour Master or other enforcement agency.

Annex A

Bunkering / oil transfer checklist.

Operations must not commence until the pre-bunker checklist section has been completed in full and permission to proceed with operations has been granted by the Harbour Master or his authorised representative.

The fully completed form must be handed to the pilot on departure or delivered to Port Control.

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	
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		

