

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.

6.0 Specific requirements for Road Tanker Operators (RTOs)

- 6.1 The guidelines and requirements outlined in this document relate to any Road Tanker Operator (RTO) carrying out oil transfers to vessels (or static fuel tanks) within the operational jurisdiction of the Port of Sunderland.
- 6.2 These guidelines and requirements do not relieve any RTO of the need to comply with any other statutory act, order or regulations that may apply to their operation. The requirement is that there must be full compliance at all times with all Health and Safety and Environmental law in force from time to time.
- 6.3 No oil shall be transferred between sunset and sunrise to or from a ship in any harbour in the United Kingdom unless the requisite notice has been given in accordance with this section or the transfer is for the purposes of a fire brigade.
- 6.4 A general notice may be given to the harbour master of a harbour that transfers of oil between sunset and sunrise will be frequently carried out at a place in the harbour within such period, not ending later than twelve months after the date on which the notice is given, as is specified in the notice; and if such a notice is given it shall be the requisite notice for the purposes of this section as regards transfers of oil at that place within the period specified in the notice.
- 6.5 Notification should be provided to Local Port Services and the Harbour Master by email to portmarineoperations@sunderland.gov.uk as follows:
 - (a) For one off transfers a notice given to the Port with not less than 3 hours or more than 96 hours prior to any transfer.
 - (b) For frequent transfers, a general notification given on an annual basis.
- 6.6 Any Operator who has notified the Port intention to carry out frequent shore to ship transfers between sunset and sunrise, must notify the Port on an annual basis of any intention to continue this practice. Such notifications must be submitted at least 4 weeks prior to the expiration of the previous notification. On each occasion the Operator must confirm that the bunker operation remains within the guidelines / requirements laid out in this document or any updated document that may be issued from time to time.
 - 6.7.1 For the purpose of road tanker transfers, bunkers will be considered to be any oils whether those oils are used in the operations of the vessels machinery or form part of the vessels cargo or support operations.
 - 6.7.2 The procedure will also be followed in respect of deliveries to all static fuel tanks within the port estate, disregarding references to vessels and marine operations.
- 6.8 Permission to carry out bunker operations will only be granted where the Flash Point of the bunkers is 60° Celsius or more. (Special permission must be applied for where the Flash Point is below 60°C)
- 6.9 The RTO must, if requested by the Port of Sunderland, provide particulars of maximum tank sizes and carrying capacities of vehicles in the fleet.
- 6.10 All tankers must:
 - (a) be operated as required by the Carriage of Dangerous Goods by Road Regulations
 - (b) be surveyed and classed by a recognised classification society or insurer (b) remain in class as required by the classification society or insurer.
 - (c) have in place an appropriate Safety Management System (SMS)

- (d) carry an Emergency Oil Spill Plan
 - (e) carry a valid and appropriate level of insurance (which must be made available if requested by the Port).
 - (f) be maintained in good condition at all times with appropriately trained staff.
- 6.11 The tanker and staff shall comply with both the International Ship Port Security Code and local Port Security requirements.
- 6.12 Tanker drivers must remain in attendance with the vehicle at all times and tankers must only remain on the berth for the period of the bunker operation.
- 6.13 Tanker owners and operators should be aware that Ports are required to comply with The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998. As such they are required to monitor transfers of oils and to have plans in place to deal with pollution incidents.
- 6.14 If requested RTOs are to submit to the Harbour Master or Deputy a copy of the forms used for the Bunkering Safety Check List and the Ship/Shore Safety Check List.
- 6.15 Every tanker vehicle shall carry oil spill equipment which is ready for immediate deployment at all times and the driver shall be trained in its use.
- 6.16 The tanker vehicle shall have adequate sorbent booms in the vehicle to deploy on land or in the water for initial action in the event of a spill.
- 6.17 Tankers and transfer hoses shall not be positioned within 5 metres of any drain. The driver in charge of the vehicle shall identify all drains within 10 metres of the tanker and have oil sorbent mats or booms readily available to deploy around the drains in the event of a spill.
- 6.18 Oil transfer hoses shall be inspected before each use and shall be tested and certified annually and immediately after any hose leak, to an accredited standard.
- 6.19 Tanker vehicles must comply with the Port's procedures for the transfer of oils.
- 6.20 No transfer shall commence until the hose has been checked and couplings made secure.
- 6.21 Bunker hoses must not remain connected longer than is necessary for the transfer operation.
- 6.22 Permission of the berth operator and/or owner must be obtained before a bunker operation is commenced.
- 6.23 The tanker driver must place warning notices each side or around the vehicle to warn that oil transfer operations are taking place.
- 6.24 Prior to bunkering, the tanker driver/operator must establish and confirm with the vessel that the vessel has contact with Local Port Services (Sunderland LPS) on VHF Channel 14 and have advised Sunderland LPS of the following;
- (a) The Bunkering Safety Check List and the Ship/Shore Safety Checklist have been completed and signed.
 - (b) The type and quantity of oil to be transferred.
 - (c) The agreed transfer rate.
 - (d) The start time of transfer operation

No transfer shall commence until confirmation of (a) to (d) has been confirmed and recorded.

- 6.25 Upon completion of bunkering operations the tanker driver/operator must confirm with the vessel and record, that the vessel has advised Sunderland LPS of the following:
- (a) the operation is complete
 - (b) the quantity transferred in cubic metres and tonnes.
- 6.26 At any time during bunker operations the tanker driver/operator must report any oil spillage (even if no oil has entered the water) and take appropriate measures to immediately contain and clear the spillage.
- 6.26 In the event of an oil spillage, the tanker driver/operator must submit a full written report to the Port within 24 hours of the start of the incident.
- 6.27 Ships agents must ensure that this procedure is followed by oil brokers and transport companies that may not be local to the port.
- 6.28 Action by port security

On arrival of a road fuel tanker at the Port of Sunderland, the duty security gatehouse officer should ascertain the following information:

- A. Registration number of tanker
- B. Name of tanker operator
- C. Time / date of entry
- D. Exact destination (name of vessel or static tank location)
- E. Type of fuel being carried on vehicle
- F. Quantity of fuel being carried on vehicle (litres)
- G. Time / date of departure from port

- 6.29 The above information should be promptly forwarded by email to portmarineoperations@sunderland.gov.uk in the following specimen format:

- A. FU03 ELL
- B. JD Johnson
- C. 1015 / 26/11/2019
- D. M/V Rever Topaz, Greenwells Quay
- E. Marine Gas Oil
- F. 30,000
- G. 1400 / 26/11/2019

- 6.30 Local Port Services (LPS), Port Control should transfer the above information to the Port Operations Database Daily Log on receipt.

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		

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	
Inspection of surrounding area completed	Yes/No	
Water around vessel checked	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

Amendments		
Date	Nature of amendment	By whom
26/11/2019	Addition of para 6 <i>et seq re</i> Specific requirements for Road Tanker Operators (RTOs)	N Mearns