



**The Queen's Harbour Master  
Clyde Dockyard Ports**  
Renown Building, HM Naval Base  
Faslane, Helensburgh G84 8HL  
BT: 01436 674321 Ext 6996 Mil: 93255 6996  
E-mail: david.lightfoot458@mod.gov.uk



10 Sep 2019

## **CODE OF PRACTICE – BUNKERING & FUELLING WITHIN THE DOCKYARD PORT**

### **Purpose**

1. This Code of Practice (CoP) has been developed to ensure that bunkering and fuelling operations are conducted in a safe manner to reduce and minimise risks to personnel and the environment within Clyde Dockyard Port.

### **Application**

2. The CoP is applicable to all parties involved in the transfer of bunkers to or from vessels engaged on MOD activities within Clyde Dockyard Port.

3. This CoP must be applied by all relevant parties as a minimum standard for all bunkering operations within Clyde Dockyard Port.

4. This CoP does not apply to ship to ship or ship to shore Transfers of Oil Cargoes.

### **Definitions**

5. Due to the differing regulatory regimes, applicable to vessels to which this CoP applies it has, in some cases, been necessary to harmonise differing terms with similar definitions to a common term. Therefore, it is recommended that the definitions within this section are read prior to reading the subsequent sections of the CoP (see annex C).

### **Regulation**

6. This CoP does not relieve any person of the requirement to comply with any statutory instrument or Defence Safety Authority Regulation applicable to their vessel or bunkering operations.

### **Supply of bunkers and fuel within the Dockyard Port**

7. Bunkers and fuel are supplied to vessels within the dockyard port by the following methods:

- a) Bunker barge
- b) Road tanker
- c) Shore pipeline
- d) Forecourt style delivery system

8. Where it is proposed to deliver fuel by an alternative method (e.g. portable tanks or IBCs, etc.) the transportation and delivery arrangements are to be approved by QHM before the transportation and delivery by the alternative method may be undertaken within the Dockyard Port.

9. Currently there are two organisations contracted by MOD and approved to supply MOD fuel to vessels entitled to draw MOD fuel within the Dockyard port.

- a) Oils and Pipelines Agency (OPA); and
- b) SERCO

Working hours and arrangements for issuance of MOD Fuel to entitled vessels is in accordance with the HMNB Clyde/OPA Service Level Agreement and Marine Services Contract.

10. Where a vessel is not entitled to draw MOD fuel the supplier of bunkers to the vessel and method of delivery shall be approved by QHM before the supply of bunkers or other fuel may be undertaken.

11. Approval of any supplier will be subject to satisfactory verification of compliance with the requirements of sections 13-23.

### **Fuel Quality disputes**

12. QHM does not supply fuel to vessels within the Dockyard Port. Therefore, QHM is not involved in any dispute between the Bunker Supplier and any vessel.

## **Roles and Responsibilities**

### **General**

13. Bunker Suppliers, Platform Authority, Commanding Officers/Masters should ensure that this CoP and applicable industry best practice for bunkering operations, including but not limited to ISGOTT and BS ISO 13739:2010, are taken into account in their safety management systems. MOD vessels should also follow the Direction and Guidance promulgated in applicable JSPs and BRds.

14. Responsibility and accountability for the safe conduct of bunkering operations within Clyde Dockyard Port rests jointly with the Commanding Officer or Master of the receiving vessel and the bunker supplier.

### **Receiving Vessel**

15. The Commanding Officer or Master of the receiving vessel shall appoint a Responsible Officer to supervise bunkering operations and act as a point of contact with the bunker supplier.

16. The receiving vessel's Platform Authority shall ensure:

- a) the vessel has in place a Safety Management System (SMS) addressing the Health, Safety, Environment and Quality policy and procedures necessary for bunkering operations;
- b) the vessel holds risk assessments for the bunkering operations they intend to undertake within the Dockyard Port;
- c) for commercial vessels contracted to support MOD activities, the vessel holds appropriate insurance or financial security in respect of liability of the registered owner for pollution damage;
- d) oil tankers over 150 GT and vessels other than oil tankers over 400 GT hold a SOPEP approved by their national administration or Naval Authority; and

- e) the vessel has sufficient numbers of personnel available to deploy oil spill equipment. The personnel shall be trained in the use of the spill equipment and familiar with the requirements of the SOPEP.

17. Evidence of compliance with section 15/16 shall be made available to QHM by the receiving vessel upon request.

### **Bunker Supplier**

18. The bunker supplier shall appoint a bunker supervisor to supervise bunkering operations and to act as a point of contact with the Responsible Officer.

19. The Bunker supplier shall ensure they:

- a) have in place a Safety Management System addressing the Health, Safety, Environment and Quality policy and procedures necessary for the supply of bunkers;
- b) hold risk assessments for bunkering activities they undertake within the Dockyard Port.
- c) hold appropriate Insurance in respect of third-party liability risks, including pollution damage, for levels of cover as would be taken out normally by a prudent supplier of comparable services.
- d) have the safety data sheet for the fuel being transferred available
- e) have oil spill response procedures.
- f) have sufficient numbers of personnel available to deploy oil spill equipment. The personnel shall be trained in the use of the spill equipment and familiar with the requirements of the bunker supplier's oil spill response procedures.

20. Bunker Barges delivering bunkers shall:

- a) be classed by an IACS Classification Society and hold valid statutory certification issued by or on behalf of their national administration.
- b) where under 24 meters Length overall, comply with MCA requirements for vessels of Class IX(A)(T) or Class VIII(A) workboat with a certificate endorsement to permit the transfer of MGO from designated fuel tanks.
- c) be covered by P&I Insurance with a reputable P&I provider in respect of third-party liability risks and for levels of cover as would be taken out normally by a prudent supplier of comparable services.
- d) carry the safety data sheet for the fuel to be transferred.
- e) hold a SOPEP manual approved by their national administration; and
- f) have sufficient numbers of personnel available to deploy oil spill equipment. The personnel shall be trained in the use of the spill equipment and familiar with the requirements of the SOPEP.

21. Road tankers delivering bunkers shall

- a) Comply with applicable ADR and IMDG requirements
- b) be regularly inspected and maintained to DVSA standards
- c) Observe speed limits, signage and traffic regulations whilst on berths within the dockyard port.

- d) for transfers in the hours of darkness, carry appropriate intrinsically safe lighting to ensure the transfer area is adequately illuminated.
- e) carry appropriate hazard and warning signage for deployment on the berth/jetty.
- f) not be left unattended by the driver.
- g) carry instructions to the driver outlining:
  - i. General Safety Instructions for Dangerous Goods
  - ii. Class specific hazard characteristics
  - iii. Minimum drivers personal and safety equipment to be carried.
- h) carry a transportation document containing the following information:
  - i. UN number of the fuel
  - ii. The shipping name of the fuel
  - iii. Class number of the fuel
  - iv. Packing group or classification code
  - v. total quantity of fuel carried
  - vi. gross and net weights
  - vii. consignor/consignee details
  - viii. declaration signature.

22. Jetty pipelines or forecourt style delivery systems shall:

- a) only be operated by trained personnel.
- b) be regularly inspected and maintained in accordance with applicable statutory or FGSR regulations and Industry best practice.
- c) have fixed or portable lighting to ensure the transfer area is adequately illuminated in hours of darkness.
- d) have appropriate hazard and warning signage deployed on the berth/jetty
- e) have the safety data sheet for the fuel being transferred available.

23. Evidence of compliance with sections 18-22 shall be made available to QHM by bunker suppliers upon request.

## **Procedures and Arrangements**

### **Pre-bunkering Safety Checklist and meeting**

24. Prior to bunkering operations, the Bunker supplier shall prepare a pre-bunker safety checklist.

25. The pre-bunker safety checklist shall, as a minimum, cover the topics in either ISGOTT Ch.25 or Annexes C, D or E of BS ISO 13739:2010.

26. A pre-bunkering meeting shall be held between the Responsible Officer and Bunker Supervisor addressing, as a minimum, the following topics:

- a) the particulars of the bunkering operation
- b) health, safety and environmental arrangements;
- c) review and completion of the bunker safety checklist;
- d) Communication arrangements.

e) Completed pre-bunkering checklists shall be held on file by the bunker supplier for a minimum of one month after completion of the bunkering operation.

## Notification

27. For the information of port users planned bunkering operations must be promulgated in the Daily Harbour Operations Signal.

28. QHM shall be notified by the supplier of the intention to undertake bunkering operations as follows:

Day	latest notification
Tue - Friday	by 1500hrs the day before
Sat - Mon	by 1000hrs on the Friday before
Bank holidays	to be made on the last working day prior, no later than the applicable notification time above.

29. The notification shall include:

- a) Name of Bunker barge or Bunker Supplier
- b) Name of receiving vessel
- c) location of bunkering operations
- d) Mode of transfer (Barge, road tanker, jetty pipeline)
- e) Details of Bunkers to be transferred (type and estimated quantity)
- f) Proposed commencement time
- g) Proposed completion time.

30. Short notice Bunkering operations may be authorised on the day by QHM on a case by case basis subject to deconfliction with other operational activities. Requests shall be directed to QHM Harbour Control.

31. Bunkering between the hours of sunset and sunrise within the Dockyard Port is prohibited<sup>1</sup> unless the requisite notice is given to QHM. The requisite notice<sup>2</sup> is not less than 3 hours and not more than 96 hours before the transfer of bunkers.

32. Where a forecourt delivery system will be frequently used to transfer fuel between the hours of sunset and sunrise The Operating Authority may apply to QHM for a General Notice<sup>3</sup> to be given allowing the transfers of oil between sunset and sunrise. The General Notice shall be valid for no more than 12 months from the date of issue.

## Reporting

33. The following reports shall be made during bunkering operations

Report	By	To	When	How <sup>1</sup>
Request to commence bunkering operations	Receiving vessel	QHM	Immediately prior to commencement of pumping	VHF Ch.73 Ext.3555 01436 677398
Completion of pumping	Receiving vessel	QHM	Immediately upon completion of pumping operations	VHF Ch.73 Ext.3555

<sup>1</sup> The Merchant Shipping Act 1995, s.135(1)

<sup>2</sup> The Merchant Shipping Act 1995, s.135(3)

<sup>3</sup> Merchant Shipping Act 1995, s.135(2).

				01436 677398
Completion of bunkering operations	Receiving vessel	QHM	upon disconnection and recover of the bunker hose by the bunker supplier.	VHF Ch.73 Ext.3555 01436 677398
Spillage of bunkers/oil	Receiving vessel or bunker supplier	QHM	Immediately	VHF Ch.73 Ext.3555 01436 677398
<sup>1</sup> When QHM harbour control is unmanned communications are re-directed to the Duty Naval Base Officer.				

## Communication

34. Effective communication between stakeholders is vital for safe bunkering operations. Methods of communication shall be discussed and agreed between the bunker supervisor and responsible officer and recorded on the pre-bunker checklist prior to commencement of bunkering operations.

35. Methods of communication shall be agreed for

- a) The language to be used for communication
- b) means of Verbal and or non-verbal communication (VHF, hand signals, etc)
- c) Emergency signals (e.g. alarms or horns)
- d) initiating an emergency shutdown.

## Flags and lights to be displayed by Bunker Barges<sup>4</sup>

36. Bunker barges carrying bunkers shall display the following Flags and Lights within the Dockyard Port.

		When	
		Day	Restricted Visibility or at Night
Vessel Arrangement	With Mast	A red flag complying with the requirements in Annex 2	All round red light with a clear, uniform, unbroken light visible in good night conditions for a distance of at least 2 nautical miles.
	Without Mast	A red flag complying with the requirements in Annex 2	All round red light
	Dumb Barge	The towing or accompanying vessel is to display the flag or light as per the applicable requirement above.	

37. A vessel shall not be brought alongside a moored or anchored bunker barge displaying the flag or signal required under para 36 without:

- a) The permission of the berth operator and master of the bunker barge if it is at a berth;
- b) The permission of QHM and master of the bunker barge if it is not at a berth.

Otherwise vessels must keep a safe distance from the bunker barge.

<sup>4</sup> Refer to The Dangerous Goods in Harbour Areas Regulations 2016, Part 3, s.8 and s.9

## **Hoses and connections**

38. Hoses used for the transfer of fuel shall be suitable for use in Bunkering Operations, certified and legibly marked showing the type of hose, specified maximum working pressure and the month/year of manufacture.

39. The bunker supplier shall ensure that hoses used for the transfer of fuel are managed in accordance with applicable industry guidance and best practice.<sup>5</sup>

40. Any joins in the hose shall be made using the appropriate gaskets and every bolt hole in each flange connection shall be utilised with appropriately tightened bolts.

41. The connection of the hose to the receiving vessel's manifold shall be by a gasketed flange connection or appropriate dry break coupling fastened in accordance with manufacturer's instructions.

42. Adequate drip trays, bunding or save-alls shall be provided at the fuelling point of the receiving vessel and bunker barge, road tanker or pipeline.

43. Fuel hose arrangements shall be such that hoses can be stripped prior to disconnection the hoses from the manifolds.

44. A pistol grip forecourt type delivery system may only be used for delivery of fuel to small craft.

## **Small Craft**

45. Where the fuelling of small craft is undertaken using a pistol grip forecourt type delivery system the fuel delivery system must comply with BS EN 131617:2012.

46. Where the crew of small craft are to operate the forecourt delivery system, it is the responsibility of the delivery system operating authority and platform authority to ensure the crew are trained in the use of the delivery system and the reporting requirements of section 33.

47. Small craft authorised to draw fuel from the forecourt delivery system in North Basin or at Launcher Jetty do not require to provide the notification as required by para 28 provided the Reporting requirements of section 33 are followed.

48. Where fuelling of small craft is undertaken using portable petrol storage containers the platform authority of the craft must ensure that

- a) the containers used comply with The Petroleum (Consolidation) Regulations 2014; and
- b) a risk assessment and appropriate procedures are in place.

Notifications under Section 27-33 are not required for fuelling via portable petrol storage container.

## **MCMVs**

49. UK MCMVs shall be fuelled in accordance with the direction provided by the relevant BR

- a) Hunt Class - BR 6617(101) Diesel Fuel Supply and Transfer
- b) Sandown Class - BR 6621(101) Diesel Fuel Oil system

50. All fuelling shall be via the dedicated fuel connection on deck.

---

<sup>5</sup> Energy Institute, Guidelines for the Management of Flexible Hoses 2nd Edition, 2011  
ISGOTT, Fifth edition, 2006 Section 18.2  
BS 1435-2:2005

51. Fuelling by passing an open-ended hose or forecourt nozzle through the sight glass opening in the receiving tank on deck **is not permitted** within Clyde Dockyard Port.

### **Surface Ships with compensated fuel ballast systems.**

52. Surface ships with compensated fuel ballast systems pose an increased risk of pollution where the compensating water is discharged directly overboard. The responsible officer must read the supplementary requirements brief in Annex 1 and return the completed declaration to QHM before fuelling may commence.

## **Oil Spill Response Procedures**

### **Prevention**

53. The bunker stations on the receiving vessel and bunker barge, road tanker or jetty pipeline shall always be manned throughout bunkering operations. The bunker supplier shall ensure that the personnel manning the bunker station shall be positioned at or near the emergency stop.

54. Bunker connections shall be contained within an oil tight bund. Where a bund is not provided appropriate numbers and types of sorbent materials shall be deployed as a precautionary measure to capture any possible spills.

55. Any deck scuppers or drains on the receiving vessel or bunker barge that, in the event of a spill, may allow oil to drain overboard shall be sealed by an appropriate method.

56. On completion of Bunkering operations:

- a) The hose must be drained before disconnection
- b) the hose must be blanked before removing the boat from the ship
- c) filling points on the receiving vessel shall be blanked immediately upon disconnection of the hose.

### **Response**

57. The receiving vessel and Bunker supplier shall ensure that their oil spill response equipment is readily available for immediate use at all times during bunkering operations.

58. All stakeholders involved in a bunkering operation shall respond immediately to any incident resulting in the escape or discharge of oil, regardless the cause and source of the spill.

59. Any incident resulting in the escape or discharge of oil into the sea shall be reported to QHM **Immediately** (see para 33 for contact details). QHM will determine the need to activate the port's oil spill contingency plan.

60. In the event of activation of the port's oil spill contingency plan the bunker supplier and receiving vessel shall provide support to the port's Tier I and Tier II response as directed by QHM.

61. Any other incident or near miss associated with bunkering operations shall be reported to QHM as soon as possible after the occurrence.

62. Any incident resulting in the escape or discharge of oil onto land shall be reported **Immediately** to the relevant facility or site operator.



## **Follow up actions**

63. Any materials contaminated during bunkering operations or in response to an oil spill (Sorbents, oil, etc) shall be disposed of via an appropriate waste management system.

64. Depending on the nature of any incident or near miss associated with bunkering operations QHM may undertake an investigation into the circumstances and root cause. Where QHM determines that an investigation is to be conducted the bunker supplier, receiving vessel and, where necessary, Platform Authority shall cooperate with the investigation.

## ANNEX A - Supplementary Requirements for ships with fuel Ballast Systems



### Supplementary Requirements for Fuelling Surface ships with Compensated Fuel Ballast Systems



**Ship:** \_\_\_\_\_ **Berth:** \_\_\_\_\_  
**Date/time:** \_\_\_\_\_ **Fuel type:** \_\_\_\_\_  
**Delivery method:**    **Pipeline/Barge/Road**    **Brief given by:** \_\_\_\_\_

**The following requirements are to be briefed to responsible officer and confirmed that the requirements will be in place before fuelling operations commence.**

1	Operating procedures		
a.	Fuelling will be conducted in accordance with the applicable vessel operating procedures.		
2	Limitations		
a.	Flow control devices are installed to limit the flow rate to below 1.514 m <sup>3</sup> /min or 400 US Gal/min		
b.	The last receiving tank in each tank group shall be filled to no more than 85% of the tank's capacity		
3	Monitoring and control		
a.	For the duration of fuelling operations personnel will be in position to:		
i.	Monitor receiving and expansion tank levels locally by sight glass or level indicators.		
ii.	Monitor the remote tank level at the fuel control position.		
iii.	Provide a deck watch looking for overboard discharges of fuel.		
5	Communications		
a.	VHF Radio communications will be in place with		
i.	QHM Harbour Control (Ch.73)		
ii.	Oil and Pipelines Agency supervisor (Channel to be agreed with OPA) – when using jetty fuel pipe line.		
iii.	SERCO Barge crew (Channel to be agreed with crew) – when using bunker barge		
b.	Harbour Control will be advised when:		
i.	Fuel pumping commences		
ii.	Fuel pumping is completed		
iii.	Any discharge of fuel overboard occurs or visible oil sheen is sighted on the water.		
6	Responsible Officers' Declaration		
a.	I acknowledge these additional requirements and confirm that the applicable arrangements will be in place to comply with these requirements during fuelling operations.		
	Name		Rank/Role
	Signature		Date/Time

**The Dangerous Goods in Harbour Areas Regulations 2016**

**PART 3**

**Marking of Vessels**

**Flags and lights to be displayed by vessels**

**8.—(1)** Where a vessel is carrying any of the dangerous goods specified in Schedule 1, the master of that vessel shall ensure that it displays—

- (a) in the case of a vessel with a mast—
  - (i) during the day, a flag complying with the requirements of Parts 1 and 2 of Schedule 2, and
  - (ii) at times of restricted visibility or during the night, an all-round red light giving a clear, uniform and unbroken light visible in good night time conditions for a distance of at least 2 nautical miles;
- (b) in the case of a vessel without a mast—
  - (i) during the day, a flag complying with the requirements of Parts 1 and 3 of Schedule 2, and
  - (ii) when moored or anchored during the night and during the day in restricted visibility, an all-round red light.

(2) Any flag or light required by paragraph (1) to be displayed shall be positioned so as to be as conspicuous as is reasonably practicable, and in the case of a light, so that it is above any other light being displayed by the vessel.

(3) Any dumb craft must have either its towing craft or, when moored, its accompanying craft display the appropriate flag or light as detailed in the paragraphs above.

(4) This regulation does not apply to a ferry operated entirely within Category A-D waters within the meaning of the Merchant Shipping (Categorisation of Waters) Regulations 1992.

**Vessels to keep a safe distance from moored or anchored vessels displaying the flag or light required by regulation 8**

**9.—(1)** A master shall not bring a vessel alongside a moored or anchored vessel which is displaying a flag or signal required by regulation 8 without—

(a) the permission of the berth operator and the master of the vessel if it is at berth; the permission of the harbour master and the master of the vessel if it is elsewhere, and must otherwise keep a safe distance from that vessel.

(2) The permission in paragraph (1) may relate to a named vessel, to a class of vessels or to vessels generally.

-----  
**SCHEDULE 2**

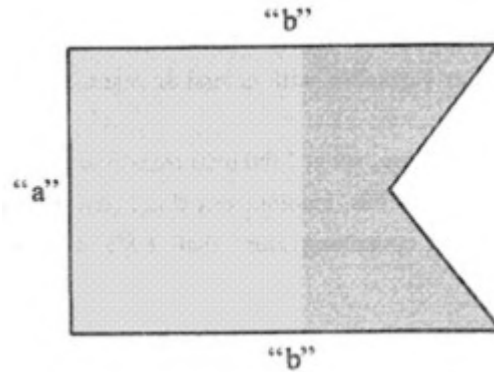
Regulation 8(1)(a)&(b)

**Flag Indicating That A Vessel Is Carrying Dangerous Goods**

## PART 1

### Shape and colour of flag

1. The shape of the flag shall be as shown below.



The flag shall be red in colour.

## PART 2

### Material and size of flag on vessels with a mast

1. The flag shall be made of fabric.
2. The side of the flag marked "a" on the diagram shown in Part 1 of this Schedule shall not be less than 75 centimetres in length and the sides of the flag marked "b" on the said diagram shall have equal lengths of not less than 90 centimetres.

## PART 3

### Material and size of flag on vessels without a mast

1. The flag shall be made of metal.
2. The side of the flag marked "a" on the diagram shown in Part 1 of this Schedule shall not be less than 45 centimetres in length and the side of the flag marked "b" on the diagram shall have equal lengths of not less than 90 centimetres.

## ANNEX C – Definitions used in the CoP

For the purpose of this CoP the following definitions apply:

<b>ADR</b>	The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
<b>Bunker Barge</b>	any vessel supplying bunkers to the receiving vessel
<b>Bunkers</b>	any hydrocarbon mineral oil, including lubricating oil and aviation fuel which is carried by a ship and used or intended to be used for the operation or propulsion of the ship, embarked small craft or aircraft.
<b>Bunkering operation</b>	any transfer of bunkers to the receiving vessel.
<b>Clyde Dockyard Port</b>	The Clyde Dockyard Port of Gareloch and Loch long as defined in The Clyde Dockyard Port of Gareloch and Loch Long Order 2011 (SI 1680/2011).
<b>Commercial Vessels:</b>	any vessel owned, operated or chartered by a company engaged in MOD Activities.
<b>IMDG</b>	International Maritime Dangerous Goods Code
<b>ISGOTT</b>	International Safety Guide for Oil Tankers and Terminals
<b>MOD</b>	Ministry of Defence
<b>MOD Activities</b>	any activity being undertaken by a vessel within Clyde Dockyard Port that is either a Military activity or proving support to a Defence Task or project.
<b>MOD vessels</b>	any ships owned by, operated by or operated on behalf of the Ministry of Defence. This includes Warships and Government Ships.
<b>Operating Authority</b>	those who operate the facility where fuel or gas is stored <b>MOD Vessels:</b> The accountable person who is charged, due to their competence, with development and maintenance of the Management Arrangements for a ship platform being safe to operate. A Crown servant appointed as the project team, business unit leader, Chief or Principal Engineer. This accountable person is personally delegated by an Operating Duty Holder, for advice on risk control and for authorising a ship is materially 'safe to operate', in support of a Delivery Duty Holder for a ship, class or ship type.
<b>Platform Authority</b>	<b>Foreign warships:</b> The accountable person who is charged, due to their competence, with development and maintenance of the Management Arrangements for a ship platform being safe to operate. <b>Commercial Vessels:</b> the owner of the ship or any other organisation or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the ship-owner and who, on assuming such responsibility, has agreed to take over all duties and responsibility imposed by statutory instruments.

<b>Portable petrol storage container</b>	any container designed, manufactured or sold for storing petrol, other than a demountable fuel tank or a fuel tank attached to an internal combustion engine, that is designed to be carried by hand.
<b>Responsible Officer</b>	a suitably qualified and experienced officer appointed by the Commanding Officer or Master to oversee bunkering operations.
<b>SOPEP</b>	Shipboard Oil Pollution Emergency Plan. For ships engaged in the carriage of Noxious Liquid Substances the SOPEP may be incorporated within the Shipboard Marine Pollution Emergency Plan (SMPEP).
<b>Vessel</b>	any vessel, ship or craft receiving bunkers.

**ANNEX D - Example of a bunker delivery safety checklist.**

**Example of a bunker delivery safety checklist.<sup>6</sup>**

Vessel's name _____	Bunker barge/ supplier name _____
Vessel's IMO No _____	Port/Berth _____
Vessel's location _____	Date _____

**Bunkers to be transferred**

Grade	Tonnes	Volume at load temp	Loading temperature	Maximum Transfer Rate	Maximum Line Pressure

**Checks prior to bunker transfer**

All items should be confirmed by the Supplier's Supervisor and the Responsible Officer by checking the appropriate box. A copy of the completed checklist should be retained by both the bunker tanker and the vessel.

No.	Items to be checked	Bunker Supplier		Vessel		Remarks
		Yes	No	Yes	No	
<b>General</b>						
1	Will personnel be in constant attendance at the bunker stations during the delivery?					
2*	Will the bunker tanks be monitored at regular intervals?					At intervals not exceeding .....minutes.
3	Are required delivery warning notices in position?					
4	Are all personnel involved in the bunkering operations using appropriate personal protective equipment (E.g. H <sub>2</sub> S monitor)?					
5	Material Safety Data Sheets (MSDS) for the bunkers being transferred have been exchanged where requested.					
6*	The hazards associated with toxic substances in the bunkers have been identified and understood?					H <sub>2</sub> S:
						Benzene Content:
7	Is effective communication between the bunker supplier and the vessel established?					Primary sys:
						Secondary Sys:

<sup>6</sup> This is an example checklist; it is the responsibility of the bunker supplier to ensure that the checklist they use is appropriate to the intended bunkering evolution and meets the minimum requirements of para.25 of this CoP.

						VHF/UHF CH.:
8	Have emergency signals and shutdown procedure been agreed on?					Emergency Stop Signal:
9	Are transfer hoses in good condition, properly rigged with all flange holes fully bolted?					
10	Manifold connections are fully bolted, gasketed flanges or appropriate dry break couplings?					
11	Initial line up has been checked and unused bunker connections are blanked and fully bolted.					
12	Is there electrical insulation in place at the connection between the vessel and the bunker supplier's hose?					
13	Overboard valves connected to the cargo system, engine room bilges and bunker lines are closed and sealed.?					
14	Are all bunker tank lids closed?					
15*	Are restrictions on smoking and the use of naked flames being observed?					
16	Smoking restrictions are being observed. Smoking areas are clearly identified.					
17	The main radio transmitter aerials are earthed and radars are switched off.					
18	Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.					
19	Is firefighting equipment positioned and ready for immediate use?					
20	Is emergency oil spill response equipment positioned adjacent to both hose connections?					
21*	Are all external doors and portholes in the accommodation closed?					
22	Are window type air conditioning units (where fitted) disconnected?					
23	Are air conditioning intakes closed to prevent the entry of vapours?					
24*	All scuppers are effectively plugged. Temporarily removed scupper plugs will be monitored at all times. Drip trays/bunds/save-alls are in position on decks around connections and bunker tank vents.					



25	Is sufficient lighting available to perform operations during hours of darkness?					
<b>Additional items for transfers by Bunker Barges</b>						
1B	Has Permission been obtained to proceed alongside the receiving vessel?					
2B*	Is there safe access between the bunker tanker and vessel?					
3B*	Have you checked the fendering system?					
4B*	Are you securely moored?					
5B	Are you ready to move under your own power?					
<b>Additional items for transfers by Shore Pipeline</b>						
1P*	Are you securely moored?	N/A	N/A			
2P*	Is there safe access between the vessel and berth?					
3P	Are required warning notices posed on the jetty?			N/A	N/A	
<b>Additional items for transfers by Road Tankers</b>						
1R*	Are you parked safely/moored?					
2R*	Is there safe access between the vessel and berth?					
3R	Are required warning notices posed on the jetty?			N/A	N/A	

### **Declaration**

We, the undersigned, have covered all applicable items on this checklist and have satisfied ourselves that the entries we have made are correct.

We have also planned to carry out repetitive checks as necessary and agreed that those items marked \* should be re-checked at intervals indicated in item No.XX above.

If to our knowledge the status of any item changes, we will immediately inform the other party.

For bunker supplier		For vessel	
Name:		Name:	
Signature:		Signature:	
Date:	Time:	Date:	Time: