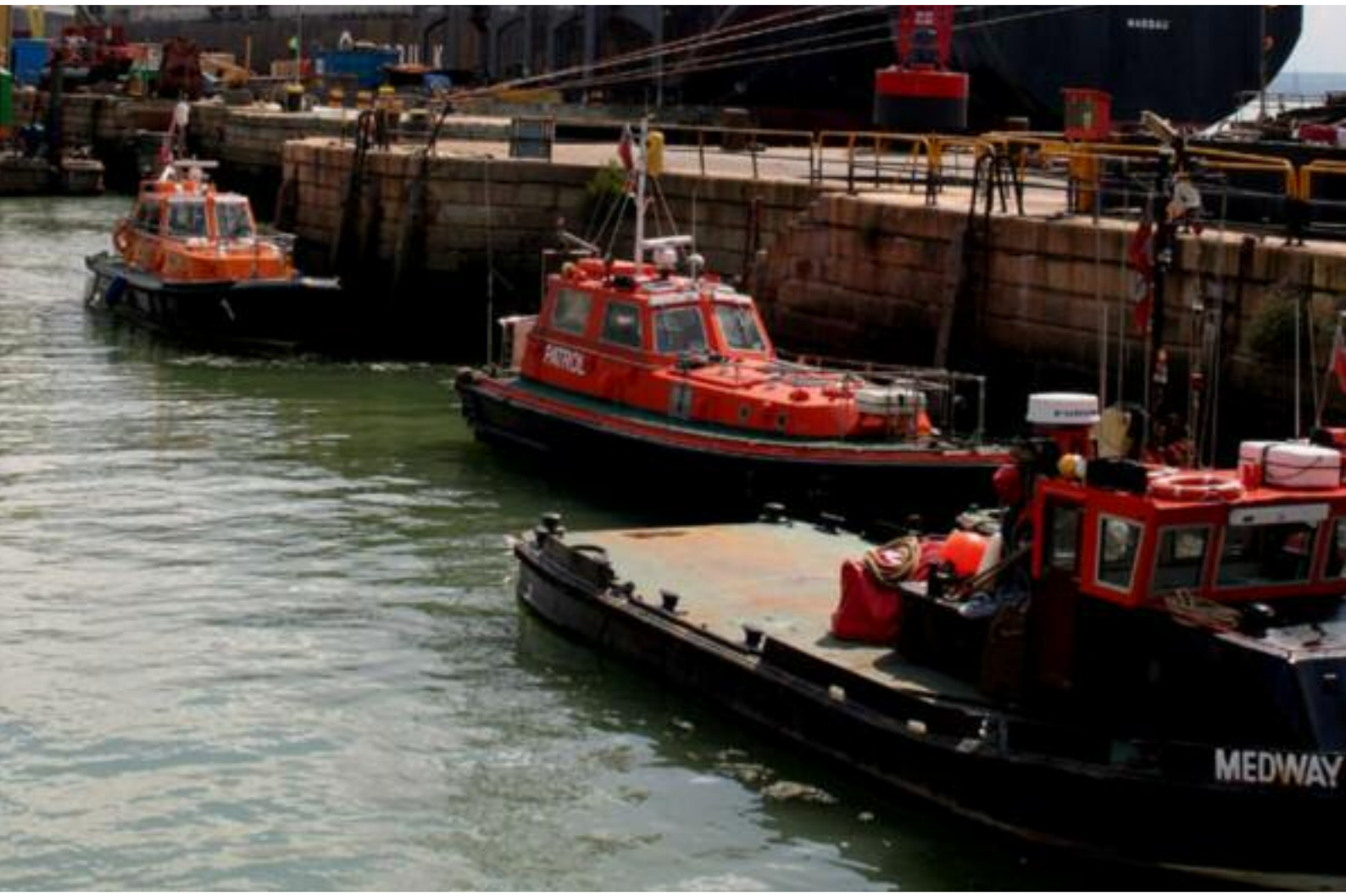
PEEL PORTS

BUNKERING

CODE OF PRACTICE



Medway

November 2010

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Bunkering Code of Practice

Introduction

This Code of Practice covers the purpose, definitions, use, accountability and monitoring of Peel Ports Medway's Marine Department Bunkering Procedures.

These Procedures are owned by:

Port of Sheerness Ltd (POSL)
Sheerness Docks
Sheerness
Kent
ME12 1RS

These procedures cover bunkering operations to vessels alongside or at anchor within Peel Ports Medway's area of jurisdiction. Bunkering will be ex barge, or road tanker.
The Marine Department are committed to this Code of Practice in all their dealings with bunkering operations.

Purpose

The purpose of the procedures are:

To minimise the risks to personnel and the environment during loading/discharging of oil and noxious liquid substances.
To ensure that best practice is applied to the supply and receipt of bunkers.

The system will provide:

POSL with a code for bunkering that will enhance the performance of the Port.
The suppliers with a vehicle to mitigate disputes and problems that hurt good suppliers, as well as bad.
The Port users with enhanced facilities in the Port.
The stakeholders with the knowledge that the risk of environmental pollution is reduced.

Definitions

OIL:	see definition in MARPOL 73/78 Annex1 Chapter 1 Regulation 1
NOXIOUS LIQUIDS:	see definition in MARPOL 73/78 Annex 11 Regulation 3

Responsibility

The master and skipper of vessels involved in bunkering, the Officer in Charge of the bunkering operation and, where appropriate, the Berth Operators are responsible for the adherence to procedures.

POSL Marine Department is responsible for the introduction and updating of this Code of Practice and compliance with the procedures.

Changes to the Code of Practice

This Code of Practice will be subject to periodic review to ensure that it reflects best practice and responds to changes in industry standards and case law.

Accountability

The Port Community and Users will have access to copies of this Code of Practice in accordance with the Local Government (Access to Information) Act 1985.

Assessment of the Procedures and Code of Practice

The Harbour Master will monitor compliance with the procedures and the implementation of the Code of Practice.
The Marine Department will undertake audits of bunkering operations, the bunkering procedures and the Code of Practice at sufficient frequency to provide effective monitoring of bunkering operations.

Breaches of the Code

The Harbour Master has prime responsibility for the Code of Practice. This responsibility includes ensuring that breaches are investigated and remedied.

Checklists

A Medway Port Checklist shall be completed and duly signed prior to the commencement of bunkering operations. The checklist shall be available for inspection during the operation and during the 24 hours after completion of the operation.

Risk Assessments

An on-site risk assessment shall be carried out by the Berth Operator prior to the commencement of a bunkering operation whilst loading/discharging at the coal or grain terminals or at any berth where cargo operations have the potential for fuel ignition. The results of the assessment shall be notified to the Harbour Master prior to commencement of the operation.

Bunker Vessels

All vessels that wish to supply bunkers within the Medway Ports limits must first be registered with the Marine Department. The registration will take the form of proof as to:

a) The vessel being “Fit for Purpose” either by Classification or on survey by a competent and suitably qualified surveyor.

b) Adequate insurance for 3rd party liability, including wreck removal, personal injuries and oil pollution damages.

c) The vessel’s particulars.

d) Compliance with this Code of Practice and Bunkering Procedures

Manning of Bunker Vessels

Vessel controlled

Training of Vessel’s Crew

Vessel controlled

Bunker Orders

Vessel controlled

Bunker Dispatch

Vessel controlled

Bunker Quality

The bunker supplier will supply the receiver with two sealed, labelled and adequate quantity samples of the delivered bunkers at the completion of the operation. The Delivery Note shall specify the type/grade/blend of bunkers and be referenced to the samples.

Bunker Quantity

The bunker supplier and receiver shall agree on the amount of bunkers received and this shall be indicated and signed for on the Delivery Note.

Bunker Disputes / Arbitration

As per Vessel's management procedures

PEEL PORTS MEDWAY BUNKERING PROCEDURES

1. The master and skipper of vessels, drivers of road tankers or a terminal providing bunkers shall ensure that bunkering will only take place provided:

a) Notification of the intention to bunker is given to the harbour master prior to the commencement by contacting Medway VTS, stating the berth / anchorage, type of bunker oil and the time that bunkering will commence.

b) All questions on the bunker checklist have been answered truthfully

2. The master and skipper of vessels, drivers of road tankers or a terminal providing bunkers shall ensure that the bunker checklist, duly completed and signed, will be present for inspection during the bunker operation and during the 24 hours after completion.

3. The master of the receiving vessel shall not commence bunkering before having ensured that:

a) An Officer in Charge has been duly appointed.

b) The Officer in Charge will be responsible for the safe stemming of all bunkers.

c) Close liaison between the Officer in Charge and the Duty Deck Officer must be maintained when allocating tanks and bunker sequence to ensure excessive stresses, list or trims are not induced.

d) Before commencing, the Officer in Charge must ensure that:

A bunker stern and loading rate/bunker plan have been discussed and finalised with all persons involved in the operation.

The bunker hoses are in good condition.

The bunker hoses are well suspended.

The bunker hoses have sufficient slack.

The connections are correctly made and that any necessary gasket joints are in place and that any threaded connections or couplings are in good order.

That each bolt hole in the bunker line connecting flanges is fitted with a well tightened bolt or, if securing the bunker line is only possible by means of reliably constructed clamps or quick release couplings, both meant for the purpose mentioned, that these clamps and couplings shall be fitted in such a way that any leakage is prevented.

All valves/blanks except those immediately required to be opened are closed oil-tight.

Neither the hose nor the ship's system can be over pressurised.

The barge/tanker/manifold operator will remain with the barge/tanker whilst bunkering and be provided with a hand-held radio. It must be clearly understood with all persons involved in the operation when and what signals are to be given to **STOP** bunkering.

There is sufficient space in the ship's tanks to accommodate the fuel to be delivered.

The meter on the barge is clearly set and/or the level in the tanks is correct and corresponds to the delivered quantity.

Absorbent material is available in case of a slight spillage.

The save-all around the bunker connection is empty and oil-tight.

All scuppers where fitted are securely plugged.

e) The tanks should not be filled to the maximum of their normal volumetric capacity; the loading rate should be slowed appropriately if 90% is to be exceeded, and necessary precautions taken.

4. The master of the bunker barge, driver of a road tanker or a terminal providing bunkers shall ensure:

a) The bunker hoses are in good condition.

b) The bunker hoses are well suspended.

c) The bunker hoses have sufficient slack.

d) The connections are correctly made and that any necessary gasket joints are in place and that any threaded connections or couplings are in good order.

e) That each bolt hole in the bunker line connecting flanges is fitted with a well tightened bolt or, if securing the bunker line is only possible by means of reliably constructed clamps or quick release couplings, both meant for the purpose mentioned, that these clamps and couplings shall be fitted in such a way that any leakage is prevented.

f) All valves/blanks except those immediately required to be opened are closed oil-tight.

g) That neither the hose nor the ship's system can be over pressurised.

h) The barge/tanker/manifold operator will remain with the barge/tanker whilst bunkering and be provided with a hand-held radio. It must be clearly understood with all persons involved in the operation when and what signals are to be given to **STOP** bunkering.

i) There is sufficient space in the ship's tanks to accommodate the fuel to be delivered.

j) The meter on the barge is clearly set and/or the level in the tanks is correct and corresponds to the delivered quantity.

k) Absorbent material is available in case of a slight spillage.

l) The save-all around the bunker connection is empty and oil-tight.

m) All scuppers where fitted are securely plugged.

5. If the master and skipper of vessels, driver of the road tanker or a terminal providing bunkers suspects, or reasonably may suspect, that the officer in Charge or the barge/tanker manifold operator is absent for any reason then he shall immediately cease bunkering.

6. Bunkering during Cargo Operations

An on-site risk assessment must be carried out for all vessels wishing to bunker whilst loading/discharging at any terminals or berths where cargo operations have the potential for fuel ignition.

The Harbour Master must be notified of the results of the risk assessment prior to the commencement of bunkering operations.

The on-site risk assessment must take into account:

a) The dust levels emanating from the cargo onboard, and in the vicinity of the vessel.

b) The potential effect of the weather conditions and disadvantageous winds on dust movement.

c) The proximity of bunkering operations to cargo operations and the potential for fuel ignition from a minor dust explosion involving heavy plant in the hold.

d) The problems associated with bunkering from road tanker e.g. heavy plant and equipment operating on the quay, movement of loads on and above the quay, manual handling operations and movement of personnel.

A distance of no less than 50m should be maintained between cargo operations and bunkering activities

The stevedore must be notified on completion of bunkering

Cargo operations shall be stopped immediately if an oil spill occurs

The risk assessment, control measures and checklist must be fully understood by the stevedores, agents, masters and skippers of vessels, drivers of road tankers or a terminal providing bunkers, and must be utilised on each and every occasion

7. Changes to Bunker Plans

Alterations to the plan for bunkering should only be made after full consideration has been given to all possible consequences resulting from these alterations.

8. The master and skipper of vessels, drivers of road tankers or a terminal providing bunkers shall, on completion of the bunkering operation, ensure that:

The meter reading is correct and/or the tank levels are correct or the tanks empty.

The hose is completely drained into the vessels tanks.

The filling cap is replaced.

The Delivery Note is signed for the agreed amount.

Any minor deck spillages are cleaned up.

Any oil in the save-all is mopped up.

Any oil soaked materials are disposed of in a safe and non-polluting manner
Ref: Port Waste Management Plan and vessel's own Waste Management Plan.

Relevant entries are made in the Oil Record Book and that these entries are countersigned by the Master.

9. Essential Points to Note

Fuels, especially diesel oil, may tend to foam at a high rate and therefore occupy a greater space than predicted.

The effective tank capacity may be reduced due to a list. Many tanks extend from a ship's side to the centreline. Air pipes are commonly as far outboard as possible. If the ship has a list, air may be trapped in the tank on the low side and will occupy space, which is theoretically available for fuel.

Effective capacity may also be lost due to trim if the tank has a single air pipe near one end. Air may be trapped in the 'high' end of such a tank if the air pipe is at the 'low' end.

At least two means of sounding each tank must be available, e.g. two sounding rods/tapes or one sounding rod and a reliable tank gauge. Tank gauges must be verified periodically during bunkering by manual ullages or sounding tape.

Valves should be promptly and properly operated with preferably at least one tank open at all times.
The tanks are not to be over-filled. In any circumstances they should not be filled to the maximum of their normal volumetric capacity: loading rate should be slowed approximately approaching 90%. If this is to be exceeded, the flow rate into the tanks must be significantly reduced and arrangements mage for the flow to be diverted into another tank if the complete closure of the ship's valve is not possible.

If cargo loading/discharging is to continue during bunkering then any such loading/discharging should not be carried out in such a way as to induce rapid changes of list and/or trim.

Ballast should not be pumped into the ship's tanks unless absolutely essential. If this cannot be avoided, every precaution must be taken to prevent the water being pumped from overflowing onto the ship's deck. If any sizeable quantity overflows, bunkering should be suspended until the decks are clear. The same precautions apply to the loading of fresh water.

PARTICULAR CARE IS TO BE TAKEN WHEN NEARING COMPLETION OF BUNKERING.

10. In the Event of a Significant Oil Spill

Refer to the vessel's Oil Pollution Emergency Plan (MARPOL 73/78 Annex 1 regulation 26)

Contact: Medway VTS VHF Channel 74
The Berth Operator

11. References

Vessels own Emergency procedures
Vessels SOPEP manual
Berth Operators Emergency Procedures.
Vessel's Waste Management Plan.
Port's Waste Management Plan.
Vessels P&A manual
Vessels cargo record book
Medway Ports Oil Spill Contingency Plan