



Safe Code of Practice

No.04

Safe Bunkering Procedure

Version: 1.4
Date: 27TH August 2019

Contents

BUNKERING OPERATIONS WITHIN THE JURISDICTION OF SHOREHAM PORT.....	4
VESSEL / SHORE SAFETY CHECK LIST	4
ACTIONS IN THE EVENT OF A SPILL	5
REVISION RECORD.....	6

INTRODUCTION

Where bunkering operations are being carried out on commercial wharfs within the Port it is expected that responsible operators are following the 'Safe Bunkering Procedure'.

I am sure that Ship Owners, Terminal Operators and Fuel Suppliers have completely adequate systems in place and these are not in question, but as a responsible authority we have a duty to expect that correct procedures are being followed to create a safe environment for life and property.

BUNKERING OPERATIONS WITHIN THE JURISDICTION OF SHOREHAM PORT

We recommend that Persons in Charge (PIC) of bunkering operations on both the receiving and delivering vessels, road tankers or facilities should emphasize proper procedures and adequate communications during all phases of a bunkering operation, especially with regard to a pre-loading plan, a pre-transfer conference, voice and visual communications, emergency procedures, and safe access between a vessel and a facility.

Furthermore we recommend that PIC's ensure that the duties of all personnel involved in a bunkering operation are clearly defined and that training is provided.

Owners and Operators of vessels, road tankers and facilities involved in bunkering operations within Shoreham Port's jurisdiction may be required to demonstrate compliance with 'Standard Bunkering Procedures' by making relevant documents (logs, written policies and procedures, standing orders, pre-loading plans and training materials) available on request.

Responsibility for the safe conduct of bunkering operations rests jointly with the Master of the vessel and with the responsible representative of the fuel supplier. We wish therefore, before operations start, to seek your full co-operation and understanding on the safety requirements set out in the Vessel / Shore Safety Check List which are based on safe practices widely accepted by the oil industry.

We expect you and all persons representing you to adhere strictly to these requirements and will co-operate fully with you in the mutual interest of safe and efficient operations.

Before the start of operations, and from time to time thereafter, for our mutual safety, a member of Shoreham Port staff may make routine inspections to ensure that the questions on the Vessel / Shore Safety Check List can be answered in the affirmative. Where corrective action is needed we will not agree to operations commencing or, should they have been started, will require them to be stopped.

Similarly, if you consider safety is endangered by any action on the part of a person involved in the bunkering operation you should demand immediate cessation of operations.

Any spill no matter how small has an Environmental Impact and we seek your full co-operation with regard to informing us if a spill occurs.

The alarm may be raised by communicating direct with Shoreham Port Operations Service on 01273 592366 / 01273 598100 / VHF Channel 14 or by any other available means. The Duty Officer will then if required to do so activate the '**Shoreham Port Oil Spill Contingency Plan**'.

VESSEL / SHORE SAFETY CHECK LIST

To assist personnel involved in conducting bunkering operations, the following 'Safe Bunkering Procedures – Vessel / Shore Safety Check List' has been developed.

1. Has permission to commence bunkering operations been given by Shoreham Harbour Radio (VHF Channel 14 or Tel No. 01273 592366)?
(Shoreham Harbour Radio is to be informed when bunkering operations are complete).
2. Is the vessel securely moored?
3. Is there safe access between vessel and shore?
4. Is there effective/adequate supervision on the vessel/shore?
5. Is the agreed vessel/shore communication system operative?
6. Have the procedures for bunker handling been agreed?
7. Has the emergency shut down procedure been agreed?
8. Is Fire Fighting Equipment on board and ashore positioned and ready for immediate use?
9. Are bunker hoses in good condition and properly rigged?
10. Are scuppers effectively plugged and drip trays in position, both on board and ashore?
11. Are all bunker tank lids closed?
12. Are smoking requirements being observed?
13. Are sufficient personnel aboard to deal with an emergency?
14. Is there sufficient spill containment material available in case of emergency?
15. Are personnel involved in the operation wearing correct Personal Protective Equipment?

ACTIONS IN THE EVENT OF A SPILL

1. Notify Shoreham Harbour Radio
2. Provide information such as: Location, Oil type, Estimated quantity and Source.
3. If it is safe to do so, attempt to either stop or reduce any leakage of oil.
4. Do not allow naked flames.
5. Avoid contact with the oil.
6. Use only intrinsically safe equipment.
7. Stay upwind of spill.
8. Stand by to guide response personnel to scene and assist if possible.
9. Maintain a log of events

REVISION RECORD

Date	Description	Issued by	Checked by	Approved by
16/06/2010	First Issue	KS	PJ	JS
16/04/2011	Review	KS	PJ	JS
10/05/2013	Review	JG	WB	JS
28/05/2016	Review	JS	MH	JS
27/08/19	Review	MH	JG	JS