Bunkering Procedure (Falmouth)

Other documents you should read in conjunction with this document:

N/A | N/A | N/A

Forms you should use in association with this procedure:

N/A | N/A | N/A

Quick links:

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1. SCOPE

This procedure details the responsibilities and general procedure for ensuring continued safety of all persons, assets and Pollutant material during transfer operations within the areas covered by Falmouth Docks and Engineering jurisdiction. (Revert to Port Security Plan Annexe C. Area inside blue box covers FDEC Harbour Area)

Bunkering is taken to mean the transfer of liquid hydrocarbons, intended for the main propulsion and/or operation of the auxiliary equipment of a vessel and/or for lubricating of the vessel's engine or other machinery

This Procedure has been developed by the port to promote safe practice and ensure legislative compliance. This Procedure will be subject to periodic review to ensure that it reflects, legal requirements, best current practice and responds to changes in industry standards.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	24/05/2020	New Document	-

3. ASSOCIATED DOCUMENTS

N/A

4. AFLOAT BARGE ACCEPTANCE CRITERIA

- Copy of OCIMF Vessel Particulars Questionnaire
- Evidence of P&I Club
- Operations Manual extracts for 'bunkering procedures' inc safety checklists used
- Shipboard emergency Procedures
- Owners/Operators emergency contact details
- Fuel transfer training, recording and communications procedures
- Oil Spill plan and reporting procedure
- Full list of oil spill response/clean up equipment (including booms carried onboard)
- Copy of personnel records for oil spill response
- Details of compliance to a coding body
- IOPP Certificate
- Safety construction certificate
- Record of Qualification and Experience of Master
- Hose test certificate and details of inspection
- Details of fendering arrangements
- Details of mooring arrangements

5. SHORE TO SHIP BUNKERING

Bunkering from road tanker is permitted in the port at the discretion of the Marine Operation Department. Bunkering from the shore side is undertaken on a Permit basis, this permit should be raised prior to any bunkering operations and closed out upon completion of operations. The Permit can be collected from the Marine Operations office. The cost for the permit will be as stated in the Falmouth Docks and Engineering Company Annual Rates.

Shore to ship bunkering is permitted between 0800 and 1600. Bunkering outside these times will be considered for undertaking depending on circumstances and availability, with additional cost for response staff being applied.

Shore Bunker providers shall ensure their tankers hold marine grade oil response equipment suitable to the product being transferred

Shore to Ship providers will be required to supply the following documentation prior to any operation commencing

1. Name and Details of Suppling Company
2. Insurance Certificate
3. Vehicle Details
4. Quantity & grade of bunkers
5. Details of designated person
6. Risk Assessment, Method Statement & Response plan
7. Hose Test Cert

6. RESPONSIBILITIES

Master / Project Manager

- Communications. Must inform the Marine Operations Manager, of the intention for bunkering, inc Quantity, grade and expected start and completion time of operations.
- Ensuring all crew are fully briefed in the procedures

Marine Operations Manager

- Ensure the security of moorings for the operation.
- Crew undertaking the transfer are trained
- Counter pollution equipment is available and persons that are trained to deploy are available

Docks Chemist

- To review all hot work and entry certificates in force
- Specify suspension and conditions of reinstatement of certificates

7. GENERAL PROCEDURES AND PRECAUTIONS

Below lists precautions to be taken by the Master of all receiving vessels prior to bunkering operations

- All scuppers to be firmly closed.
- Vessels are securely moored and moorings tended.
- Overboard valves to be closed.
- No smoking regulations strictly enforced.
- Close supervision of bunker/transfer connection at all times during transfer.
- Any special instructions issued by the Marine Operations Manager must be adhered to
- Bunker pipes which are not being used are effectively blanked
- Bunker hoses have sufficient play and are adequately supported
- Where possible a sufficiently large overflow container under the bunkering connection or, at least a good supply of absorbent pads around connection
- There is an agreed communication system established between the vessel receiving the bunkers and the bunker barge/road tanker.
- All hot work shall be suspended while the flow of oil is undertaken
- Entry shall be suspended for all spaces which may receive oil due to mis-set valves, etc.
- Operations are restricted to daylight hours. Operations during dark hours will only be considered on an emergency basis and require a full risk assessment and approval from the MOM
- The safety and pollution control of all bunkering operations is the joint responsibility of the vessels crew and bunker barge crew/Road Tanker Crew, who will be working to their own standard procedures. In case of conflict, the bunker barge / road crew procedure takes precedence
- Only single operations to be undertaken at one time i.e only discharging from one barge or one road tanker to one vessel is permitted. Multi vessel discharge is strictly prohibited
- Vessels, receiving more than 10m3 of bunkers, that are not MOD vessels must ensure that P&I club information is forwarded to the Barge prior to bunkering operations commencing

8. SUSPENSION OF OPERATIONS

If the requirements laid down in these procedures cannot be fulfilled during the operation, bunkering operations are to be immediately suspended and the Marine Operations Manager advised accordingly, together with the reasons for such action.

Bunkering operations can only resume once all criteria of this notice have been met, confirmation that criteria has been met should be provided to the Marine Operations Manager and permission is given by them to resume

9. OIL SPILLS

If a spillage occurs, the Master of any vessel involved in bunkering operations must ensure that all bunkering operations are immediately stopped, deploying absorbents etc to minimise release of oil to the marine environment and contact the Marine Operations Manager with approx time of release and if possible approx quantity.

The MOM must immediately implement the A&P Oil Spill plan and inform the safety manager and Environmental Manager.

The Master of the vessels involved in bunkering operations must provide written report to the Marine Operations Managers office at the earliest opportunity as required. (see attached report form)

10. CONTACT DETAILS

Falmouth Docks (Marine Operations Dept)
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Cornwall
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