



# Marine Operations Manual – Section 11

## Port of Dover Bunker Operations Code of Practice

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## Section 1 – General

### 1.1 Purpose

The Port of Dover Bunkering Code of Practice provides guidance for the safe transfer of bunkers and was developed for the benefit of the ship bunkering industry in Dover comprising ship owners, operators, charterers, bunker suppliers and bunker tanker operators.

All ship owners, bunker suppliers and bunker craft operators whose vessels/road tankers are authorised to supply bunkers in the Port of Dover should ensure their employees adhere to the procedures and requirements stipulated in this Code during every bunkering operation.

In order to gain authorisation to undertake bunkering operations within the port, each prospective bunker operator shall seek permission from the Duty Harbour Master. Bunker Tankers will also be subject to a dynamic risk assessment and berthing trial by an authorised Dover pilot. Any resulting control measures shall be put into place or adhered to by the Bunker Tanker Operator/Owner/Master before the commencement of bunkering operations.

### 1.2 Definitions

For the purpose of this Code, the following definitions shall apply:

**Port of Dover:** Means Dover Harbour and has the meaning assigned to it by Section 4 of the Dover Harbour Consolidation Act 1954

**The Board:** Means the Dover Harbour Board.

**Bunkering Operation:** The transfer, between ships, of a liquid or gaseous fuel substance consisting wholly or mainly for consumption by the engines of the ship receiving the substance.

**Cargo Transfer:** The transfer between two ships of a substance consisting wholly or mainly of oil which is transported by either or both of the ships for reward, but does not include a bunkering operation. **Note such transfers are prohibited within the Port of Dover.**

**Bunkers:** Marine Fuel Oil (MFO), Marine Diesel Oil (MDO), Marine Gas Oil (MGO) or Liquid Natural Gas (LNG).

**Bunkering Permission** means authorisation by the Harbour Master or his Deputy to conduct bunkering operations within Dover Harbour Board's area of jurisdiction.

**Bunker Barge/Tanker:** An authorised bunker barge/tanker within Dover Harbour Board's area of jurisdiction, used for the storage, transportation or delivery of oil products to vessels or facilities in the Harbour.

**Commercial Vessel** means any vessel which is not a ferry, pleasure vessel or charter yacht under 20m LOA.

**Bunker Oil:** Any hydrocarbon mineral oil including lubricating oil which is carried by a ship and used or intended to be used for the operation or propulsion of that ship and any residues of such oil.

**Bunker Supplier/Representative:** The registered bunker supplier or representative responsible for the delivery and documentation, hereafter referred to as the **Supplier**.

**Ship's Representative:** The Ship's Officer responsible for receiving bunkers and documentation.

**SOPEP:** Ship Oil Pollution Emergency Plan.

**Vessel:** The vessel receiving bunkers.

## **1.3 Bunkering Application**

### **General**

- a. Suppliers shall comply at all times with all the provisions of MARPOL Regulations, the ISGOTT/IGF and the ISM Code. Road tankers shall comply with the provisions laid down by the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations and the European agreement concerning the carriage of dangerous goods (ADR), as amended from time to time. They should be familiar with the above provisions and ensure that their employees and contractors both understand and apply them.
- b. Suppliers will ensure that their bunker tankers hold an up to date copy of the ISGOTT manual or an IGF code on board at all times.
- c. The Supplier may not act or purport to act on behalf of the Board or to represent it in any way. The supplier is not an agent or employee of the Board. The Board shall not be liable, vicariously or otherwise, for the acts or omissions of the bunker supplier.
- d. The Supplier acknowledges and agrees that the Board may disclose any or all of the information provided by the bunker supplier to law enforcement, government and regulatory agencies and the supplier releases and indemnifies the Board from and against all losses, claims, damages, costs, liabilities, actions and causes of action arising out of or in any way connected with the disclosure or release of any information provided by the Supplier to such bodies.
- e. The Supplier shall comply with all relevant Board management systems, policies, procedures, orders and directions.

### **Recommendations**

A senior Engineer should always be appointed to co-ordinate and take charge of the bunkering operation, and it is intended that the loading plan and checklist be used by this Officer. He should first ensure that all crew members involved in the exercise are fully conversant with the specification and quantity of fuel to be lifted, the ship's fuelling and tank sounding arrangements, the alarm systems and the loading sequence. It is of primary importance that all personnel on board are made aware of the intention to bunker so that the vessel's emergency response plan can be activated without delay in the event of a spill.

Clear and detailed drawings of the vessel's bunkering system should be available for use by members of the ship's bunkering team during the operations and it is recommended that a piping diagram is posted in a suitable location for easy reference by the bunkering team. As well as aiding the routine checking of pipeline configurations, access to such diagrams may prove invaluable in an emergency.

When agreeing signalling procedures between the vessel and barge, Masters are advised to consider using an audible alarm to supplement an emergency stop, recognisable by all parties. This additional measure may secure a swifter response than relying entirely on VHF contact or other methods of signalling.

To reduce the chance of misunderstandings still further, the key elements of the bunker plan may be summarised in writing and signed by both the responsible bunkering officer and the supplier as confirmation of mutual agreement.

The duty Officer should keep in close contact with the bunker team throughout. Moorings should be tended to ensure that the movement of the vessel is restricted to a minimum and that the ship, as far as practicable, is kept upright and on an even keel.

Please be minded that over-filling of bunker tanks may result in claims, penalties and clean-up costs of extraordinary proportions. Moreover, the financial consequences of bunker spills are continuing to escalate and in law, companies are liable for the full remediation costs under the polluter pays principle.

If these basic principles of bunkering are followed, exposure to associated losses will almost certainly be reduced.

**Equipment**

- a. All Bunkering equipment required for the bunkering operation shall be maintained in good order and condition.
- b. All bunkering equipment must be in proper working order and machines and motor vehicles must be inspected regularly for oil leaks and spills. Drip trays must be utilised where necessary. Any spills detected must be cleaned up immediately and disposed of at an appropriate landfill site by the Company to the satisfaction of the Board and the competent authorities.

**Health, Safety and Environment**

- a. Bunkering operations must be performed diligently, safely and without deliberate or undue delay.
- b. During operations the Supplier shall ensure that all necessary measures are taken to prevent fuel spillage into the waters of the Port, or onto the quayside. A SOPEP detailing all spill and pollution control measures must be submitted to the Board upon request (see section 3 below).
- c. The Supplier shall have written safety, health, environment and quality programs in place at all times and shall make these available to the Board for inspection upon request.
- d. The Supplier shall undertake annual risk assessments of the bunkering services that it offers within the Port and shall make these available to the Board for inspection upon request.
- e. Any injury, or fatality, shall be immediately reported to the Duty Harbour Master and to any applicable statutory body within the required time-frame.
- f. Mooring operations shall only be conducted by ILO licensed organisations using appropriately trained personal.
- g. Any incidents or accidents arising out of the bunkering operations that may impact in any way on the environment shall be reported immediately to the Duty Harbour Master by the Vessel/Bunker Tanker Master/Tanker Driver. The following information must, as a minimum, be provided:
  - The location of the spill;
  - The type of oil spill;
  - The approximate quantity;
  - The immediate action taken;
  - Preventative measures put in place.

All incidents shall be fully investigated by the Supplier and a written report shall be submitted to the Harbour Master within 7 days of the incident taking place.

- h. The manifold(s) of bunker tankers shall be protected from potential leakages with the use of a save-all to contain any spill. A gutter plate shall also be provided on the main deck to contain any spill on deck.
- i. The tanker shall be provided with an adequate fender system which minimises damage to the receiving vessel during bunkering.
- j. The bunker tanker shall carry antipollution equipment, absorbents and approved dispersants at all times. Note: Oil spill dispersant may not be used without the prior approval of the MMO via the Duty Harbour Master.
- k. The bunker tanker shall be of double hulled construction.
- l. Bunkering during the hours of darkness may only be undertaken following the receipt of written approval from the Harbour Master.

## Checklists

**Bunker tankers and vessels receiving bunkers may utilise their own checklists or alternatively the Port of Dover Bunker Operations Checklist (MF05). The checklist has been produced to assist ship and barge operators in their joint use of the Bunkering Transfer Check List.**

The Bunkering Safety Check List uses statements assigning responsibility and accountability. The acceptance of such is confirmed by ticking or initialling the appropriate box and finally signing the declaration. Once signed, this details the minimum basis for safe operations that has been agreed through a mutual exchange of critical information. Some of the Check List statements are directed to considerations for which the ship has sole responsibility and accountability, some where the barge has sole responsibility and accountability and others which assign joint responsibility and accountability. Greyed-out boxes are used to identify statements that generally may not be applicable to one party, although the ship or barge may tick or initial such sections if they so wish. The assignment of responsibility and accountability does not mean that the other party is excluded from carrying out checks in order to confirm compliance. The assignment of responsibility and accountability ensures clear identification of the party responsible for initial and continued compliance throughout the transfer activity.

The responsible person completing the checklist should be the Officer carrying out the bunkering operation. The vessel's representative should personally check all considerations lying within the responsibility of the vessel. Similarly, all considerations which are the barge's responsibility should be personally checked by the barge representative. In fulfilling their responsibilities, representatives should assure themselves that the standards of safety on both sides of the operation are fully acceptable. This can be achieved by:

- Confirming that a competent person has satisfactorily completed the checklist.
- Sighting appropriate records.
- By joint inspection, where deemed appropriate.

**Before the start of operations, and from time to time thereafter for mutual safety, a member of the barge or road tanker and vessel crews and where appropriate a responsible Officer should conduct inspections of the barge/road tanker and the vessel to ensure that their obligations, as accepted in the Checklist, are being effectively managed.**

## Employees

- a. Only employees with the applicable training as required by the appropriate flag state/ health and safety authority may be utilised by the Supplier.
- b. All personnel shall wear at least the following protective clothing:
  - Safety goggles (where applicable);
  - Safety footwear;
  - Hard hat;
  - Gloves (where applicable); and
  - Any other relevant Personnel Protective Equipment.

### Insurance

- a. The Bunkers Convention 2001 establishes strict liability on ship owners for preventative measures and pollution damage arising from all types of oil used in the operation of propulsion of ships. Owners of ships carrying more than 1,000 tonnes of persistent oil in bulk which trade into a State Party to this Convention are required to maintain insurance to cover their limit of liability.
- b. Vessel's are not permitted to enter or leave the Port of Dover unless they carry a valid UK certificate in respect of insurance under the Bunkers Convention. Failure to do so will render the ship liable to detention.
- c. Upon request, the Supplier shall produce the stated certificate to the Board.
- d. The Board shall not be liable should it at any stage be established that the insurance obtained is inadequate or insufficient for any reason whatsoever, or should the relevant insurer for any reason refuse or be unable to meet its liabilities in terms of the said policy.



## **Section 2 - Ship to Ship Transfer Delivery Procedures**

### **2.1 General**

This Direction applies to any vessel engaged in a Ship-to-Ship (STS) bunker operation, or a bunker oil consolidation operation between bunker vessels, that involves the discharge of LNG, fuel Oil and/or lubricants to a vessel being replenished in the Port of Dover with the exception of pleasure vessels of less than 20m LOA provided that such vessels fuel at the approved facility in the Tidal Basin.

To ensure the transfer of bunkers in the Port is completed in a manner that is safe and does not result in the discharge of pollution, adequate planning and preparation must be undertaken. To ensure a safe standard of operation is maintained, the following considerations should be taken into account when planning for bunkering.

### **2.2 Meteorological Restrictions**

Weather restrictions on operations undertaken by bunker tankers are agreed by the bunker tanker operators and the Duty Harbour Master, the wind limits will vary dependent on the risk assessments applicable to the manoeuvring capability of the vessel being used. General restrictions shall be promulgated by means of local Notice to Mariners and/or General Directions.

Strong winds and accompanying swell, principally from a SW'ly direction, may at times adversely affect the manoeuvring capability of the bunker tanker and the safety of bunkering operations, the severity of these effects will also vary depending on the tidal height and berth location. During any bunkering operation and particularly in these circumstances the need for established and clear radio communication between the vessels' Masters and Port Control (VTS) is essential. Alternative berthing arrangements can be made in order to accommodate bunkering during adverse weather and sea conditions.

Manoeuvring of bunker tankers in order to carry out Ship-to-Ship bunkering operations shall be suspended when visibility falls below 500 meters as determined by Port Control.

### **2.3 Oil Transfer Restrictions**

Bunkering operations are to be conducted in accordance with the IMO Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas, the latest edition of the International Safety Guide for Oil Tankers and Terminals guide (ISGOTT)

No bunkering shall take place at night between sunset and sunrise unless notice has been given in accordance with the requirements of Merchant Shipping Act 1995 Part VI, Chapter 11, 135. This notice will be subject to the approval of the Harbour Master and in accordance with the condition stated in the approval process.

All bunker tankers in excess of 600 MT DWT are required to be of double hull construction.

Simultaneous bunkering operations in berths ED7 and ED8 are prohibited.

### **2.4 LNG Transfer Restrictions**

Bunkering operations are to be conducted in accordance with the IMO Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas, the latest edition of the International code of safety for ships using gases or other low-flashpoint fuels (IGF) and in accordance with Seveso III directive or equivalent.

No bunkering shall take place at night between sunset and sunrise unless notice has been given in accordance with the requirements of Merchant Shipping Act 1995 Part VI, Chapter 11, 135. This notice will be subject to the approval of the Harbour Master and in accordance with the condition stated in the approval process.

LNG operations shall be subject to a joint Marine Risk Assessment between the supplier and the Port of Dover, to identify suitable locations and where appropriate any additional control measures as deemed necessary to ensure safe transfer within the Port.

### **2.5 Notice for Bunker Operations for Scheduled Ferry Services**

Scheduled bunker operations for ferries shall be subject to a joint risk assessment and are to have a detailed set of operating procedures, including wind limitations, agreed between the supplier, the barge/tanker operator, the receiver and the Port of Dover. Approval in writing must be given by the Duty Harbour Master before the commencement of any agreement for scheduled bunker operations by any supplier.

### **2.6 Notice for Bunker Operations for Commercial Vessels**

Bunker deliveries shall only be permitted entry to the Port by the Duty Harbour Master once notice has been given in advance to [Grp.DHMS@doverport.co.uk](mailto:Grp.DHMS@doverport.co.uk)

Vessels intending to bunker other Commercial Vessels should provide details of the following: -

- Planned location of supply within the Port;
- Bunker door position, mooring plan and fender arrangement;
- Type of Bunker Fuel to be transhipped;
- Expected time that bunkering will commence.

On granting approval the Duty Harbour Master shall direct each vessel to an appropriate berth, or receiving vessel, depending on operational exigencies, the prevailing and expected meteorological conditions.

### **2.7 Vessels Engaged in Bunkering Operations**

Must obtain permission from Dover Port Control (VTS) on VHF Ch. 74 prior to the commencement of any bunkering operation and shall confirm completion of operations when the bunker hose is removed. Port Control shall withhold permission for the receiving vessel to sail until satisfied that the bunker barge is clear.

Ensure that English language is used during all aspects of the bunkering operation and appoint an Officer to be in charge of the bunkering operation who is fluent in spoken English.

Be securely moored at all times. On completion of bunkering operations, unless securely moored, shall not remain alongside any vessel or berth whilst a ferry manoeuvres to or from an adjacent berth. Engines must be kept on immediate notice of readiness.

During the hours of darkness display an all-round red light at or near a mast head.

If during a bunkering operation the wind and swell conditions deteriorate to such an extent as to make the operation untenable, then bunkering shall cease and the bunker barge shall be moved away from the vessel.

Be equipped with appropriate emergency response equipment in accordance with statutory regulations for the operation.

If more than one bunkering operation is running concurrently, and a pollution incident occurs, then all bunkering operations will be ceased immediately. Bunkering operations can only recommence with the approval of the Duty Harbour Master.

## **2.8 Planning for Bunkering Operations**

The following aspects of the operations must be planned and communicated to all parties involved prior to commencing bunkering.

Both ships maintain their propulsion machinery ready for immediate departure. Transfer of bunkers between ships moored alongside may be undertaken provided:

- The bunker barge is securely moored to the ship using approved mooring points.
- Both vessels are securely moored with respect to interaction from passing vessels.
- The deck watch maintains moorings.
- Safeguards shall be maintained at all times throughout the operation.

For all bunkering operations:

- Weather conditions are appropriate and moorings are adequate for anticipated weather throughout the operation. Any additional weather limitations other than stipulated above must be identified.
- Moorings are adequate for predicted tidal conditions and are tended (both ships) throughout the operation.
- Means of safe access ship to ship is maintained.
- Individual responsibilities of personnel involved in monitoring the transfer are clearly understood.
- All transfer apparatus to be used, including equipment, tanks and pipeline systems, should be checked to be in good working order.
- Briefing with the fuel supplier should include the method of communication, pump rates and emergency stop procedures.

## **2.9 Transferring Procedures**

### **Preparation by Vessel Receiving Bunkers**

Ships receiving bunkers should ensure the following preparations are completed:

- Plug scuppers fitted to prevent spills from entering the water.
- Check ullage and confirm volume to be supplied.
- Check tanks, pipe system and pumps are set up and confirm any ship internal transfer processes.
- Organise drip trays and save-alls.
- Ensure emergency equipment is ready to contain and clean up any accidental spill/vapour realise.
- Ensure no ignition sources are within 25 metres (safe zone) of any bunker flange and/or vent pipes associated with the transfer operation.
- Ensure a visual watch is maintained throughout the entire transfer operation.
- Ensure all areas remain clean and spill free.
- The bunker hoses are well supported and are of sufficient length of allow for movement of the ship.
- Any cargo handling in progress will not hinder bunker transfer operations.

### **Preparation by Bunker Tanker**

Ships delivering bunkers should ensure the following preparations are completed:

- The bunker hoses are in good condition and are "in test" in accordance with the appropriate standard, and the test certificate is available on request. The bunker hoses are well supported, are of sufficient length and allow for movement of the ship.
- The bunker connection has a good seal.
- If applicable there is a well tightened bolt in every bolthole of the bunker pipe connection flange (pistol grip or self-sealing connections are recommended).
- Any hose spanning the water must be of a continuous length containing no joins or connections.

### **Responsibilities for Vessel, Bunker Tanker**

Prior to commencement of bunkering:

- A bunker operations checklist must be completed (See MF05).
- Emergency Response and Management procedures must be agreed upon.

Once bunkering has commenced:

- No smoking, naked flame or hot work is permitted.
- A constant visual watch is maintained throughout the entire transfer operation, especially during start up and topping off.
- Weather and sea conditions must be constantly monitored and moorings appropriately tended
- Sufficient absorbent recovery equipment is available on site to deal with any accidental spillage.
- Action must be taken to stop or contain any spill/realise and Port Control is immediately notified.
- Visual check of waters around ships/on quay to identify any spills or hazards.

## Communication Arrangements

During transfer operations there should be regular communication maintained between the vessel and supplier. Once the method of communication is initially established, the following information should be exchanged:

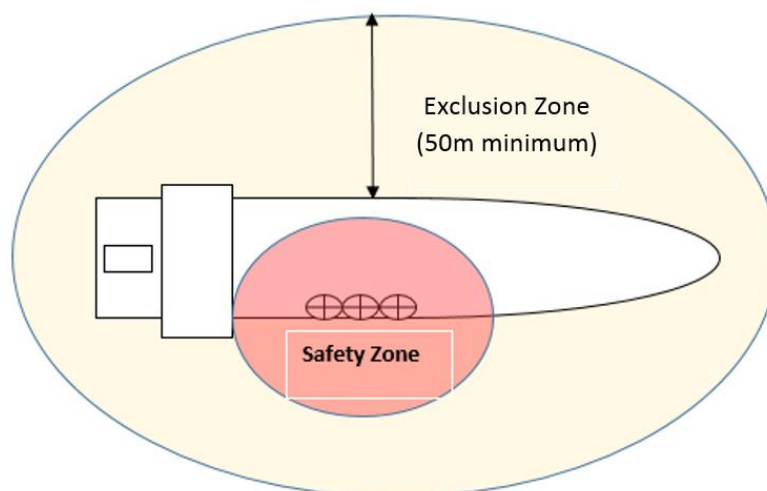
- Confirm transfer starting and stopping procedures.
- Confirm transfer rates, pressures and quantities.
- Confirm emergency stop procedures.
- Confirm method of raising the alarm in the event of an emergency.

## Zoning

To ensure operations within the Port are completed in a manner that is safe involving handling of hazardous substances, the use of zoning to ensure safety and security will be implemented during transfer in order to create a controlled environment. The Port will implement a Security Zone during transfer operations administered through Dover Port Control (VTS), however it is recommended that the concept of a layered arrangement in the form;

**Exclusion Zone (50m minimum)** subject to the type of product to be transferred the Port will implement a minimum exclusion zone during transfer operations for security purposes.

**Safety Zone** an area that is present during bunkering and within which only essential personnel are allowed and potential ignition sources are controlled in accordance with STS transfer procedures.



## **Section 3 - Vehicle to ship transfer delivery procedures**

*The following section applies to Vehicles making deliveries of Marine Gas Oil to vessels within the Port.*

### **3.1 General**

This Direction applies to any vehicle engaged in Vehicle-to-Ship bunker operations that involves the discharge of LNG, fuel oil and/or lubricants to a vessel being replenished in the Port of Dover.

To ensure the transfer of bunkers in the Port is completed in a manner that is safe and does not result in the discharge of pollution, adequate planning and preparation must be undertaken.

Bunkering Operations within the Port are to be conducted in accordance with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

LNG operations shall be subject to joint Marine Risk Assessment between the supplier and the Port of Dover identifying suitable locations and where appropriate any additional control measures as deemed necessary to ensure safe transfer within the Port.

### **3.2 Motor Vehicles**

Each motor vehicle used by the Supplier in the Port shall bear the name of the Supplier in a conspicuous place on such motor vehicle, or as the Board may from time to time stipulate.

### **3.3 Notice of Entry**

Fuel deliveries by road tanker shall only be permitted entry to the Board's estate if tanker operators have given the Duty Harbour Master notice of entry of dangerous substances. Notice of entry shall be emailed to the Duty Harbour Master [Grp.DHMS@doverport.co.uk](mailto:Grp.DHMS@doverport.co.uk) and Berthing Master [GrpMarBerthingMasters@doverport.co.uk](mailto:GrpMarBerthingMasters@doverport.co.uk) not less than **24 hours** in advance of the vehicle's intended arrival at the Port.

The notice shall contain:

- The delivery Company's name and contact details.
- Name of vessel receiving fuel/oil delivery.
- Type and quantity of fuel/oil.
- Vehicle Registration number and number of crew.
- Approximate ETA of delivery vehicle.

### **3.4 Documentation**

- Drivers of road tankers shall carry "instructions in writing" which set out the following:
  - General Safety Instructions for Dangerous Goods.
  - Class specific hazard characteristics.
  - Minimum drivers' personal and safety equipment.
- Drivers shall also carry a Transport Document which contains the following information:
  - The UN number of the fuel/oil.
  - The Proper Shipping Name.
  - The class number of the fuel/oil.
  - The Packing Group or Classification Code.
  - The total quantity.
  - The gross and net weights.
  - The consignor and consignee details.
  - Declaration signature.

**3.5 Safety Equipment**

Road Tankers operating within the Board’s estate shall carry the following fire extinguishers as a minimum:

<b>Vehicle (max permissible mass)</b>	<b>Minimum dry powder fire extinguisher provision</b>
<3.5 tonne	2 kg (cab) plus 2 kg
>3.5 tonne <7.5 tonne	2 kg (cab) 8 kg total (at least 1 x 6 kg extinguisher)
>7.5 tonne	2 kg (cab) 12 kg total (at least 1 x 6 kg extinguisher)

They shall additionally carry the following equipment as a minimum:

- Eye wash solution.
- 2 x self-standing warning triangles.
- Wheel chock, suited to the size of tyre and weight of vehicle.
- Plastic shovel and bucket.
- Drain seal.
- Tanker Spill Response Kit compliant with the directives of the Federation of Petroleum Suppliers.

**3.6 Training Certificates**

Road Tanker drivers entering the Board’s estate shall carry their training certificates. These may be in a standard “credit card” format with security features and include a photo of the holder. They shall have received General training plus an ADR Training certificate. The certificate should be endorsed for the relevant class of dangerous goods carried.

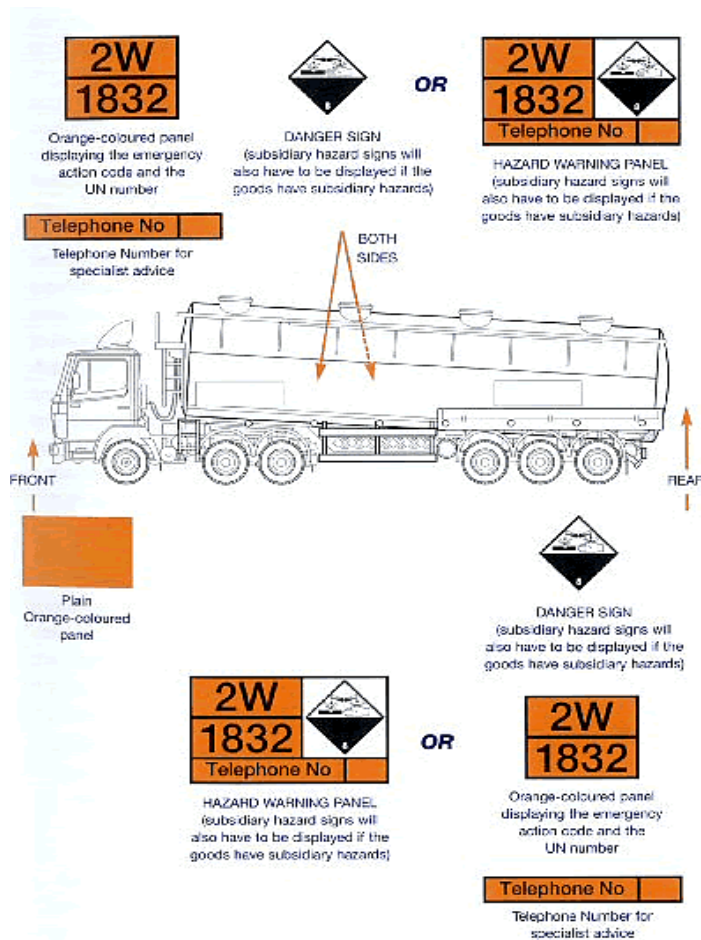
**3.7 PPE**

Road Tanker drivers shall carry the following PPE as a minimum:

- Protective gloves.
- Hard hat (to be worn if mooring operations are taking place).
- Lifejacket (to be worn if proceeding beyond solid yellow line painted 1 metre from quay edge)
- High visibility vest
- Torch (intrinsically safe)

### 3.8 Vehicle Markings

Road tankers shall be marked with the "Emergency Action Codes" (sometimes called Hazchem codes"), which include a telephone number for advice in the event of an emergency and a plain orange plate at the front of the vehicle.



### 3.9 Delivery Procedures

- When on the Board's Estate drivers shall comply with existing Road Traffic Legislation, observe the maximum speed limit of 20mph and obey all road signs.
- Vehicles should be regularly inspected and maintained to DVSA standards.
- Only certified delivery hoses shall be used.
- The PPE listed in 3.7 above shall be worn at all times when engaged in fuel transfer operations.
- At the delivery location the vehicle shall be positioned so as not to cause any obstruction and provide the best access for the delivery hose.
- Transfers should take place during daylight hours. If undertaken during the hours of darkness the driver is responsible for ensuring the transfer area is well lit, if this is not possible the transfer should be postponed.
- The driver should remain with his vehicle at all times.
- The driver should not conduct any mooring operations.
- After completion of fuel transfer the hoses should be stowed away and secured. The vehicle should be moved clear of the delivery location to allow for the area to be inspected to ensure it is left in a clean and tidy condition.



### **3.10 Transferring Procedures**

#### **Preparation by Vessel Receiving Bunkers**

Ships receiving bunkers should ensure the following preparations are completed:

- Plug scuppers to prevent spills from entering the water.
- Check ullage and confirm volume to be supplied.
- Check tanks, pipe system and pumps are set up and confirm any ship internal transfer processes.
- Organise drip trays and save-alls.
- Ensure emergency spill equipment is ready to contain and clean up any accidental spill.
- Ensure no ignition sources are within 25 metres of any bunker flange and/or vent pipes associated with the transfer operation.
- Ensure a visual watch is maintained throughout the entire transfer operation.
- Ensure all areas remain clean and spill free.
- The bunker hoses are well supported and are of sufficient length to allow for movement of the ship.
- Any cargo handling in progress will not hinder bunker transfer operations.

#### **Preparation by Vehicle**

When delivering bunkers the driver will ensure the following preparations are completed:

- The bunker hoses are in good condition and are "in test" in accordance with the appropriate standard, and the test certificate is available on request. The bunker hoses are well supported, are of sufficient length and allow for movement of the ship.
- The bunker connection has a good seal.
- If applicable there is a well tightened bolt in every bolthole of the bunker pipe connection flange (pistol grip or self-sealing connections are recommended).
- Any hose spanning the water must be of a continuous length containing no joins or connections.

#### **Responsibilities for Vessel and Vehicle**

Prior to commencement of bunkering:

- A bunker operations checklist must be completed (See MF05).
- Spill and emergency management procedures must be agreed upon.

Once bunkering has commenced:

- No smoking, naked flame or hot work is permitted.
- A constant visual watch is maintained throughout the entire transfer operation, especially during start up and topping off.
- Weather and sea conditions must be constantly monitored and moorings appropriately tended.
- Sufficient absorbent spill material is available on site to deal with any accidental spillage.
- Action must be taken to stop or contain any spill and Dover Port Control (VTS) is immediately notified (see section 4 Emergency Response).
- Visual check of waters around ships/on quay to identify any spills.

#### **Communication Arrangements**

During transfer operations there should be regular communication maintained between the vessel and supplier. Once the method of communication is initially established, the following information should be exchanged:

- Confirm transfer starting and stopping procedures.
- Confirm transfer rates, pressures and quantities.
- Confirm emergency stop procedures.
- Confirm method of raising the alarm in the event of an emergency.



## **Section 4 – Emergency Procedures**

### **Oil Spill Response**

#### **4.1 Spill Response Procedures**

Procedures for handling all emergencies may vary but should include as a minimum:

- Action to minimise or control the Spill/ Vapour release.
- Method of raising the alarm.
- Responsibilities of personnel on board.
- Method of cleaning up the spill.
- Equipment to be used in controlling and cleaning up the spill.
- Method of informing appropriate personnel and agencies of the spill and subsequent action taken.

#### **4.2 Ship Oil Spill Response Equipment**

All ships and road tankers should maintain on board sufficient spill response equipment to respond effectively to the most likely types of incident that could occur during normal operations. An adequate number of personnel to assist in deployment of emergency equipment must also be available.

Oil spill dispersants **cannot** be used without prior approval from the MMO via the Duty Harbour Master.

#### **4.3 Reporting**

The Master of a ship/driver of a road tanker must report a discharge or probable discharge of any pollutant without delay to the Duty Harbour Master.

Dover Port Control (VTS) is the means by which the Duty Harbour Master should be advised of any pollution incident and can be contacted by VHF on channel 74 or by phoning 01304 206063.

Notification via VHF is to be followed by the completion of a POLREP (Pollution Report) form.

**Appendix A – Operational Guidance for Bunkering****BUNKERING OPERATION GUIDANCE**

**Tanker Operators/Owners/Masters are reminded that bunkering operations within the Port of Dover are subject to the following conditions: -**

**NOTIFICATION AND REPORTING**

Any vessel/road tanker engaged in the transfer of bunkers to another vessel shall give notification by email to the Port of Dover, Duty Harbour Master or by VHF radio to Dover Port control (VTS).

Notification requirement for a Bunker Tanker shall contain:

- Location the operation will take place.
- Bunker door position, mooring plan and fender arrangements.
- Type of bunker oil to be transhipped.
- Expected time that bunkering will commence.

The notification requirement must be in advance and before the bunker vessel booking is confirmed, this is to allow sufficient time to prepare a Port Pilotage Passage Plan as per the requirements of section 2 of the Port of Dover Bunkering Code of Practice.

Notification for a Road Tanker delivery shall contain:

- The Delivery Companies Name and contact details.
- Name of vessel receiving fuel/oil delivery.
- Type and quantity of bunker oil transfer.
- Vehicle registration number and number of crew.
- Expected time of delivery.

The notification requirement for road tanker must be 24 hours in advance of Vehicles intended arrival, as per the requirements of section 3 of the Port of Dover Bunkering Code of Practice.

Once notification has been received by the Port a permission statement (MF06) is returned to the operator granting permission to carry out the operation. Tanker operators will also be subject to completion of berthing trial by a Dover pilot before final approval is authorised.

The vessel/road tanker shall give notification to the Port on VHF prior to the commencement of bunker operations.

**GENERAL PRECAUTIONS AND GUIDELINES**

All bunkering operations within the Port of Dover shall follow the procedures and guidance within the Ports Bunkering Code of Practice.

**Contact Details**

Duty Harbour Master: -  
Telephone: 01304 240400 Ext.4522  
E-Mail: [Grp.DHMS@doverport.co.uk](mailto:Grp.DHMS@doverport.co.uk)