



# Weymouth Harbour

## Safe Code of Practice

### No.01

## Safe Bunkering Procedure

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**Review:** Annually

**Where bunkering operations are being carried out within the harbour all operators shall follow the 'safe bunkering procedure' and apply the bunker checklist (Appendix 1).**

As a responsible authority we have a duty to expect that correct procedures are being followed to ensure safety for life, property and for protection of the environment.

Bunkering is the supplying of fuel of any kind for use by Maritime Ships/ Vessels.

### **Bunkering operations within the jurisdiction of Weymouth harbour**

All vessels are to notify Weymouth Harbour prior to commencement of any bunkering operation in excess of 1000 Litres.

This can be completed via the following methods:

- Online notification via Website: [www.weymouth-harbour.co.uk/fuelbunkering](http://www.weymouth-harbour.co.uk/fuelbunkering)
- Phone: 01305 838423 – message service outside listening hours.

### **Procedure**

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.

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 Weymouth Harbour 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. Full information on standard procedures is contained within appendix 3.

### **Bunker Supplier**

The Bunker Supplier shall have written safety, health, environment and quality programs (including a pollution emergency plan and/or SOPEP) in place at all times and shall make these available to the Harbour Master upon demand for inspection.

The Bunker Supplier shall undertake annual risk assessments of the bunkering services conducted within Weymouth Harbour and shall make these available to the Harbour Master upon demand for inspection.

The Bunker Supplier shall take out appropriate insurance with reputable market insurers in respect of third-party liability risks (including but not limited to third-party liability, wreck removal, pollution and personal injuries) and for levels of cover as would be taken out normally by a prudent supplier of comparable services, and the Bunker Supplier shall provide the Harbour Master upon demand with documentary evidence of such insurance cover.

The Bunker Supplier shall have sufficient and appropriate drip containment and spill response equipment at the location of the Bunkering Operations which shall be readily available for deployment.

Bunker Suppliers shall be responsible for complying with and adhering to the appropriate practices and procedures laid down for their operations.

### **Responsibilities for Vessel and Road Tanker**

Prior to commencement of bunkering:

- Apply the bunker checklist [Appendix 1]
- Spill and emergency management procedures must be agreed upon.
- Ensure any cargo handling in progress will not hinder bunker operations

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 Harbour Control is immediately notified.
- 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:

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

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

1. Method of emergency shutdown of fuel delivery.
2. Method of raising the alarm.

3. Responsibilities of key personnel.
4. Action taken by employees to ensure their own safety and the safety of those around them.
5. Action taken by employees to minimise the damage to property and environment.
6. Method of cleaning up a spill.
7. Method of informing Harbour Master, Government Agencies & Owners

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 of the safety requirements set out in the Vessel / Shore Safety Check List (Appendix 1) 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.

A member of Weymouth Harbour 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, operations shall not commence 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 operations be ceased immediately.

### **Container Bunkering Procedures**

- All care should be taken when carrying / lifting and using any container within the Harbours jurisdiction and users must ensure that at all times an Approved Portable Petrol Container (APPC) is used. (See definition in appendix 2)
- At a minimum users must ensure they have adequate Oil Spill Response Equipment on board and are familiar with its use.
- In the event of a spill users are to adhere to actions set out below:

### **Oil Spill**

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 shall be raised by contacting the Weymouth Harbour office on 01305 838423 / VHF Channel 12 during office hours or the out of hours number: 01305838000.

The Duty Berthing Officer will then if required to do so activate the 'Weymouth Harbour Oil Spill Contingency Plan'.

## **ACTIONS IN THE EVENT OF A SPILL**

1. Notify Weymouth Harbour Radio (VHF Ch 12)
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

## Appendix 1

### **VESSEL / SHORE SAFETY CHECK LIST FOR PIC TO UTILISE**

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

1. Has notification been given to Weymouth Harbour via online website notification for bunkering in excess of 1000 Litres: [Fuel Bunkering Notification Form \(weymouth-harbour.co.uk\)](http://weymouth-harbour.co.uk) (Alternative: Tel No. 01305 838 423 and message left)?
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 unnecessary cargo and ballast tank openings such as tank hatch lids, sighting/ullage ports, tank cleaning hatches, manholes and sampling ports shut?
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?

## Appendix 2

### Hand Carried APPC

The PCR 2014 define the standard for portable petrol storage containers under Schedule 3. Extract below.

“1. A portable petrol storage container must—

- (a) Have a nominal capacity —
  - (i) No greater than 10 litres if made of plastic; and
  - (ii) No greater than 20 litres if made of metal;
- (b) Have a total capacity between 10% and 15% more than the nominal capacity;
- (c) Be made of either metal or plastic that is suitable and safe for the purpose and will not significantly degrade due to exposure to petrol or naturally occurring ultra-violet radiation.
- (d) Be designed and constructed so that—
  - (i) It is reasonably robust and not liable to break under the normal conditions of use;
  - (ii) The escape of liquid or vapour is prevented;
  - (iii) Petrol can be poured safely from it; and
  - (iv) It is not unsteady when placed on a flat surface;
- (e) Be marked or labelled in a legible and indelible form with—
  - (i) The words “PETROL” and “HIGHLY FLAMMABLE”.
  - (ii) An appropriate hazard warning sign;
  - (iii) The nominal capacity in litres; and
  - (iv) The manufacturer’s name and the date and month of manufacture.

## Appendix 3

### Legislation and Guidance

- [The Dangerous Substances and Explosive Atmospheres Regulations 2002 \(legislation.gov.uk\)](#)
- [Dangerous substances and explosive atmospheres - L138 \(hse.gov.uk\)](#)
- [Portable petrol storage containers \(hse.gov.uk\)](#)
- [Carriage of Dangerous Goods by Road A Guide For Business \(hsa.ie\)](#)
- [The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 \(legislation.gov.uk\)](#)
- [Carriage by private individuals of diesel \(UN 1202\), petrol \(UN 1203\) and kerosene \(UN 1223\) by road - GOV.UK \(www.gov.uk\)](#)
- [BIMCO-IBIA-Bunkering-Guide-Jun2018.pdf](#)