

# BUNKERING PROCEDURE & GUIDELINES FOR STS BUNKERING

**Approval status**

Accepted by HM  
 Accepted by CEO  
 Rejected, revise and resubmit

Rev	Date	Description	Document originator		
			Prep	Check	Appr
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All Bunkering operations are to follow Oil Bunkering Best Practice Guidelines. Please refer to IMO's 'Manual on Oil Pollution, Section 1 Prevention' as amended, and the ICS and OCIMF 'Ship to Ship Transfer Guides'.

## 1. Definitions

**Shipping Agent:** A person or organization responsible for the administrative details of a ship, on behalf of the ship owner or charterer, during the ship's visit to the port.

**Berth:** Any dock, jetty, quay or place within the Port of Duqm area where a ship may be secured.

**Bunker transfer:** Means the transfer of bunker oil, a flammable/combustible liquid intended for the propulsion and or the auxiliary operation of a ship, or a liquid intended for lubrication the ships engine or machinery.

**I.M.D.G:** International Maritime Dangerous Goods code

**Sludge:** Means oily residue and or liquid waste taken from the engine room or another bilge area on a ship.

**VTS:** Vessel Traffic Service

## 2. REQUIREMENTS FOR SHIPS

### **Shipping Agent:**

- Notification of the intention to bunker is to be provided to the VTS, detailing the quantity and type of oil by filling in the Dangerous Goods and Bunker Notification form.
- The form must be signed and stamped by the Master, the terminal and the agent.
- The completed form must be faxed, e-mailed or sent by hand to VTS at least 24 hours prior to the vessel's arrival.
- The form, when received will be processed by the VTS after which consent will be given back to the agent by email, fax or by hand.
- As soon as consent is given by the VTS, the agents are to inform the bunker supplier.
- The agent will inform the master of his duties and responsibilities as mentioned below.
- The ship's agent will notify the ship's master of his responsibility to contact VTS by VHF channel 14 one hour prior to their intention to bunker.

### **Ship's Master**

- It is the responsibility of the ship's master to comply with Port of Duqm bunker transfer procedures and instructions given to him by the VTS or the agent on behalf of the VTS.
- The ship's master must notify VTS by VHF channel 14, one hour prior to commencement of bunker transfer operations.
- The ship's master must take all necessary safety precautionary measures throughout the operation; the ship's master involved in bunker transfer operations shall ensure that bunker transfer will only take place if:
  - a. A bunkering checklist has been completed truthfully and fully.
  - b. The bunkering checklist, as a minimum, should ensure the following points have been complied with:
  - c. The scuppers/wash port is firmly plugged/sealed.
  - d. Bunker connections not in use are well blanked.
  - e. The bunker connection has been provided with a good seal.
  - f. There is a well-tightened bolt in every bolt-hole at the bunker pipe connection flange.
  - g. There is a sufficiently large save all under the bunker pipe connection.

- h. The hoses are well supported and are of sufficient length to allow for movement of the ship.
- i. There is effective communication established and maintained by the ship's engineering crew, to enable immediate shutdown if required.
- j. Any cargo handling in progress will not hinder bunker transfer operations.

Once bunkering has commenced:

- There must be no smoking, naked flames or hot work is permitted during bunker transfer.
- A visual watch must be maintained throughout the entire transfer operation.
- Ensure that sufficient absorbent material is available on site to deal with any accidental spillage.
- If a spillage does occur, all efforts must be made to stop or limit the spillage and the Port of Duqm Port Authority must be immediately notified on:

**Emergency Phone Number: +968 2434 288 or +968 9278 4673 VHF channel 14 or 16**

**AMBULANCE: +968 9999**

- If the Port of Duqm Port Authority Officer notices that any of the requirements laid down in this document cannot be fulfilled prior to or during bunker transfer, then operations must cease immediately.
- Bunker transfer can only start or restart when the Officer is satisfied that all requirements are being met.

### **3. REQUIREMENTS FOR BUNKER BARGES**

The Master of a bunker barge shall not begin bunker transfer unless he has ensured that:

- The bunker barge is securely moored.
- A bunker transfer checklist has been completed truthfully and fully.
- There is effective communication established and maintained by the barge, to enable immediate shutdown if required.
- The bunker hoses are in good condition and in accordance with relevant international standards.
- The bunker hoses are well supported and are of sufficient length to allow for movement of the ship.
- There is a well-tightened bolt in every bolt-hole at the bunker pipe connection flange.
- The bunker connection has been provided with a good seal.

Once bunker transfer has commenced:

- This must be constantly watched and monitored throughout the entire transfer operation.
- Sufficient absorbent material is available on site to deal with any accidental spillage.
- If a spillage does occur, all efforts must be made to stop or limit the spillage and the Port of Duqm Port Authority must be immediately notified on:

**Emergency Phone Number: +968 2434 288 or +968 9278 4673 VHF channel 14 or 16**

**AMBULANCE: +968 9999**

- If the Port of Duqm Port Authority Officer notices that any of the requirements laid down in this document cannot be fulfilled prior to or during bunker transfer, then operations must cease immediately.
- Bunker transfer can only start or restart when the Officer is satisfied that all requirements are being met.

## BUNKER NOTIFICATION FORM

This form is to be submitted 24 hours prior to vessel arrival

Please fill in the criteria below:

Vessel: \_\_\_\_\_ Agent: \_\_\_\_\_

Telephone: \_\_\_\_\_ Berth: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Cargo onboard: \_\_\_\_\_ Loading/unloading: \_\_\_\_\_

Amount of bunkers to be transferred: \_\_\_\_\_

Type of bunkers to be transferred: \_\_\_\_\_

I certify to the best of my knowledge and belief there are no damaged, leaking or deteriorated containers, tanks or packages containing dangerous cargoes that may adversely affect the safety of workers, port area, vessel or the environment..

Agent Contact Details:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agent Stamp

Vessel stamp

Port of Duqm Port Authority Approval

Vessel Master is responsible for any damage or pollution that may arise from this operation.