

FORTH PORTS LIMITED
Bunkering Procedures River Forth and Tay

During all Bunkering operations all vessels must provide a minimum of 30m clearance when passing a bunkering operation. Consideration may be given to a reduced clearance with the Harbour Masters Approval.

1. General

These procedures apply to any vessel bunkering operations taking place at ports, terminals, harbours and estuarial waters within the limits of Forth Ports and the Port of Dundee’s jurisdiction.

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 or the discharge of bilge residues and other types of oily waste exceeding 1,000 litres.

These procedures **do not** apply to vessels less than 50gt or vessels which normally navigate solely within the port; provided they have appropriate procedures in place to prevent spillage, to clean up any spillage which may occur and ensure any spillages are reported.

These procedures **do not** apply for the transfer of liquid hydrocarbon between two vessels where the product being transferred is deemed as cargo. Such transfers require an oil transfer licence as per the Merchant Shipping (Ship to Ship Transfer) Regulations 2010/1228 as amended by the Merchant Shipping (Ship to Ship Transfer) Regulations 2012/742.

Master of mother-vessel has overall responsibility and accountability for the safe conduct of operations while a ship is receiving bunkers.

Before the bunkering operation commences, the Responsible Officers must:

- Read and understand the bunkering procedures and precautions carefully.
- Send the completed Vessel Bunkering Checklist (Appendix A) to FTNS for approval and confirmation minimum 24 hours prior to bunkering commencing.

Note: When bunkering from another vessel, Appendix A must be completed and approved for both vessels individually.

- On completion of bunkering the relevant details contained in the Checklist (Appendix B) should be forwarded to FTNS.

Note: When bunkering from another vessel, Appendix B must be completed and submitted for both vessels individually.

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2. Notification

The Master/ Manager of a vessel of more than 50gt (other than one which normally navigates solely within the Port) intending to receive bunkers or discharge oily waste, whether alongside on a tidal berth or enclosed in a dock system or lying at anchor in Rivers Forth or Tay shall give notification in writing to and seek permission from the relevant Harbour Master, through Forth and Tay Navigation Service (FTNS) not less than 24 hours in advance of the intention to bunker. In exceptional circumstances less than 24 hours' notice will be accepted at the Harbour Masters discretion.

Note – Permission to bunker will not be given until all the criteria in the checklist is approved by FTNS and confirmation sent in writing.

The Master of the vessel receiving the bunkers must advise the relevant person as detailed in Section 9 at the time of commencement of bunkering and on completion of the bunkering operation.

Vessels berthed at the INEOS Jetties within Grangemouth docks requiring to take bunkers are required to comply with these procedures but are exempt from needing to complete Appendix A and B.

3. Precautions for ALL Bunkering Operations

Bunkers should not begin until all parties are assured that the following precautions have been taken;

- a) Scuppers are firmly closed
- b) Vessel is securely moored and moorings tended
- c) Any special instructions issued by Forth Ports Ltd have been complied with
- d) Bunker pipes which are not in use are effectively blanked
- e) Bunker hoses have sufficient play and are adequately supported
- f) Bunker hose connections have been provided with a good seal *
- g) There is a well-tightened bolt in every hole in the bunker hose connection flange *
- h) There is a sufficiently large overflow container under the bunker hose connection(s)
- i) Cargo handling or other operations in progress will not hazard the bunker operation, or vice versa.
- j) There is an agreed communication system established between the vessel receiving the bunkers and the bunkering barge/ tanker/ road tanker/ terminal.
- k) There is an agreed communication system established between the visual watch personnel on deck and the engineering staff responsible for loading the bunkers.
- l) A nominated Officer(s) should be in charge throughout the bunkering operation.

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- m) It is essential that a visual watch be maintained on the side of the vessel away from the point of supply.

* Where a pistol grip delivery system is used, conditions f) & g) will be considered to have been met if a properly maintained nozzle is used, which conforms to BS71 17 or equivalent.

4. Additional Precautions for Bunkering Out With Enclosed Docks

In addition to the precautions stipulated in paragraph 3 the following conditions apply;

- a) Operations are restricted to daylight (until civil twilight) hours
- b) Wind strength to be less than 20 knots sustained
- c) Visibility to be in excess of 0.5 nautical miles
- d) Standby pollution response vessel with appropriate oil spill response equipment
- e) Bunkering location requires prior approval from the Harbour Master

5. Additional Precautions for Bunkering from Another Vessel (ALL Locations)

In addition to the precautions stipulated in paragraphs 3 & 4 if bunkers are being taken from another vessel the follow additional conditions apply;

- a) Appropriate fenders are required
- b) A vessel mooring/unmooring procedure and appropriate risk assessment, including requirement for tugs to be agreed by the Harbour Master
- c) Bunker barge/vessel chartered using Intertanko’s Standard Tanker Chartering Questionnaire (not required for offshore support vessel)
- d) In certain circumstances a tug may be required to stand-by during bunkering operations.
- e) In certain circumstances a Pilot may be required on board for mooring /un-mooring of vessel, or to stand-by at anchor throughout the operation.

6. Additional Precautions for Intermediate and Heavy Fuel Oil (All Locations)

In addition to the precautions stipulated in paragraph 3, 4 & 5 the follow conditions apply;

- a) Appropriate oil containment booms available at the location of sufficient length to enclose the bunkering operation. Pre-prepared plan for rigging and securing of booms.

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7. Suspension of Operations

If the requirements laid down in these procedures cannot be fulfilled during the operation, bunkering operations are to be suspended immediately and FTNS 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 is provided to FTNS and permission is given by FTNS to resume.

8. Oil Spills

At any time during operations the Master must report any spillage (even if no oil has entered the water) to the Harbour Master through the Forth and Tay Navigation Service immediately.

The Master of any vessel involved in bunkering operations must provide a written report to the relevant Harbourmaster/ Forth and Tay Navigation Service at the earliest opportunity, as required by Statute. Failure to do so may result in the vessel's sailing being delayed.

Information to report must include:

- a. The nature and type of the liquid released
- b. The quantity of the liquid released
- c. Quantity of liquid in to the water, and on land,
- d. Name and contact details of persons involved

Any costs involved in any subsequent oil clean-up will be to that of the vessel receiving the bunkers.

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9. Contact Details

Forth & Tay Navigation Service (FTNS)

Phone – 01324 498584

Fax – 01324 668480

E-Mail – ftns@forthports.co.uk

Within the Ports below communications on commencement and completion of bunkers should be with;

Grangemouth - Grangemouth Locks
Phone – 01324 498584
VHF – 14

Leith - Leith Harbour
Phone - 01324 498584
VHF – 12

Dundee - Dundee Harbour
Phone - 01324 498584
VHF – 12

All Other Ports - Forth & Tay Navigation
Phone – 01324 498584
VHF – 71

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FORTH PORTS LIMITED
Vessel Bunkering Checklist

(Appendix A)

Note – Permission to bunker will not be given until all criteria are approved by FTNS. Bunkering cannot take place during cargo operations without the express permission of the Port Ops. Manager/ Jetty Supervisor. This is the **Master’s responsibility to obtain.** Please send completed form to FTNS@forthports.co.uk

Bunker source: Road Tanker / Other Vessel (Delete as appropriate)

| A. INFORMATION REQUIREMENTS (ALL BLANKS MUST BE FILLED) | | REMARKS (FP use Only) |
|---|------------------|--------------------------|
| Vessel name: | | |
| Port / anchorage: | | |
| Berth / anchorage designation: | | |
| Name and rank of person completing checklist: | | |
| Email: | | |
| Contact number: | | |
| Name / rank of responsible officer: | | |
| B. ADDITIONAL REQUIRED INFORMATION | | Approval (YES/NO) |
| Bunker supplier (and Vessel name if applicable): | | |
| Type of bunker oil / oily waste: | | |
| Quantity of bunker oil / oily waste: | | |
| Est. date & time of start: | | |
| Est. date & time of completion: | | |
| Standby pollution response vessel name: | | |
| C. DOCUMENTS TO BE ATTACHED | | Approval (YES/NO) |
| | Tick if Attached | |
| Vessel mooring/unmooring procedure | | |
| Risk assessment for operation | | |
| Intertanko standard tanker chartering questionnaire (tanker only) | | |
| Pre-prepared plan for rigging and securing of booms. (Intermediate and Heavy Fuel oil only) | | |
| D. DECLARATION | | |
| Acknowledgement by Master that “ Bunkering Procedure Forth & Tay ” has been read, understood and will be fully complied with at all times. We have checked, the items of the Check-list in accordance with the instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge. | | |
| Master Name: | Signature: | Date: |

REMARKS – These to include reasons for “Not Approved”. (FP use Only)

Checklist vetted by: _____ Designation: _____
Date & Time: _____ CC: HM / Leith CC / Dundee PMO

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**FORTH PORTS LIMITED
VESSEL BUNKERING CHECKLIST**

(Appendix B)

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| Confirmation of Operation Details. (To be supplied to FTNS by the Master as soon as they become available, by whatever means is convenient). Email: FTNS@forthports.co.uk Phone: 01324 498584 | |
| Vessel name: | |
| Actual date & time of start: | |
| Actual date & time of completion: | |
| Actual type & quantity loaded (or slops discharged): | |
| Confirmation that all procedures have been followed: | |
| Confirmation that no spillage has occurred: | |
| Name of person supplying above Info: | |
| Designation of above person: | |
| Date & time that balance of information was supplied: | |
| REMARKS: | |

REMARKS – These to include reasons for “Not Approved”. (FP use Only)

Checklist vetted by:
Date & Time:

Designation:
CC: HM / Leith CC / Dundee PMO

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