

FORTH PORTS

Bunkering and Oily Waste Discharge Procedure Port of Tilbury

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.

Masters of vessels are reminded that bunkering operations within the Port of Tilbury or on berths operated by the Port of Tilbury, are subject to the following conditions:

1. GENERAL

These procedures apply to any vessel bunkering operations and operations where non-cargo bulk liquid is discharged from vessels within the limits of The Port of Tilbury'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 10 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 spillages, clean up any spillages which may occur and ensure any spillages are reported (refer to section 8 for reporting process).

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 2020 No.94.

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

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Before the bunkering and oily waste discharge operations commence, the Responsible Officers must:

- Read and understand the bunkering and oily waste discharge procedure and precautions carefully.
- Send the completed Vessel Bunkering and Oily Waste Discharge Checklist (Appendix A) to the Port of Tilbury marine.department@potll.com for approval and confirmation, at a minimum of 24 hours prior to bunkering commencing. Bunkering and oily waste discharge Requests can be completed with less than 24 hours' notice but there may be a delay in providing authorisation.
Note: When bunkering or discharging oily waste from another vessel, Appendix A must be completed and approved for both vessels individually.
- **Appendix C** instructions **MUST** be adhered to at all times during bunkering or discharging oily waste operations on **Tilbury Landing Stage**.
- Masters of all vessels shall report by VHF 04 to 'TILBURY CONTROL' prior to commencing bunkering and oily waste discharge operations.
- On completion of bunkering and oily waste discharge, Masters of all vessels shall report by VHF 04 to 'TILBURY CONTROL'. The relevant details contained in the Checklist (Appendix B) (Appendix C, if applicable) must also be forwarded to the Port of Tilbury marine.department@potll.com
- **Note: When bunkering or discharging oily waste from another vessel, Appendix B must be completed and submitted for both vessels individually.**

For bunkering or oily waste discharge that takes place on Port of Tilbury tidal berths, it is the Masters responsibility to notify the Port of London Authority London VTS on VHF 68 or +44 (0)1474 562215. comply with any requirements (PLA Information guide: <https://pla.co.uk/port-information-guide>).

2. SUPPLIER REQUIREMENTS

- Suppliers shall always comply 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.
- The Supplier may not act or purport to act on behalf of the Port of Tilbury London Limited or to represent it in any way. The supplier is not an agent or employee of the Port of Tilbury London Limited. The Port of Tilbury London Limited shall not be liable, vicariously or otherwise, for the acts or omissions of the bunker supplier.
- The Supplier shall comply with all relevant Port of Tilbury London Limited management systems, policies, procedures, orders and directions.

NO BUNKERING OR OILY WASTE DISCHARGE MUST TAKE PLACE WITHOUT WRITTEN AUTHORISATION FROM THE PORT OF TILBURY

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3. 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, within the limits of The Port of Tilbury's jurisdiction, shall give notification in writing to and seek permission from the Harbour Master, not less than 24 hours in advance of the intention to bunker or discharge oily waste. In exceptional circumstances less than 24 hours' notice will be accepted at the Harbour Masters discretion.

Note – Permission to bunker or discharge oily waste will not be given until all the criteria in the checklist is approved by the Port of Tilbury and confirmation sent in writing.

The Master of the vessel receiving the bunkers or discharging oily waste must advise the relevant person as detailed in Section 11 at the time of commencement of bunkering and on completion of the operation.

4. PRECAUTIONS TO BE TAKEN BY ALL RECEIVING/DISCHARGING VESSELS

Bunkers or discharge 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 the Port of Tilbury have been complied with
- d) Bunker pipes which are not in use are effectively blanked
- e) Hoses have sufficient play and are adequately supported
- f) 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 (including emergency stop procedures 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 transfer the bunkers or oily waste
- l) Vessel's nominated Officer(s) should be in charge throughout the bunkering operation
- m) It is essential that a visual watch be maintained on the side of the vessel away from the point of supply
- n) There will be no hot work in the vicinity
- o) Ensure sufficient and suitable absorbent materials are available in case of an accidental spillage.
- p) The Master of the vessel involved, the Master of a bunker barge, the driver of a road tanker ensure that a constant visual watch is maintained throughout the whole transfer operation.

* 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.

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5. ADDITIONAL PRECAUTIONS FOR BUNKERING WITHIN ENCLOSED DOCK

In addition to the precautions stipulated in section 4 the following conditions apply;

- a) Operations are restricted to daylight (until the end of civil twilight) hours
- b) Sustained wind strength to be less than 30 knots in dock
- c) Visibility to be in excess of 0.5 nautical miles
- d) Bunkering location requires prior approval from the Harbour Master

6. ADDITIONAL PRECAUTIONS FOR BUNKERING FROM ANOTHER VESSEL

In addition to the precautions stipulated in sections 4 & 5 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) In certain circumstances a tug may be required to stand-by during bunkering operations.
- d) 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.

7. ADDITIONAL PRECAUTIONS FOR TILBURY LANDING STAGE

Appendix C must be adhered to and always followed during bunkering and/or discharging of oily waste.

- a) Appendix C provides instructions for using spill mats and is only applicable for bunkering or discharging oily waste at the Tilbury Landing Stage.
- b) Prior to conducting any bunkering and/or oily waste discharge at the Tilbury Landing Stage, the Marine Asset must provide approval. It is also the responsibility of the Master to notify the Port of London VTS.
- c) It is the responsibility of the Master to ensure that that any uncontaminated spill materials used in this process are returned to the appropriate area stated in Appendix C.

8. ADDITIONAL PRECAUTIONS FOR INTERMEDIATE AND HEAVY OIL

In addition to the precautions stipulated in paragraph 4, 5 & 6 the follow conditions apply; 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.

9. 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 'TILBURY CONTROL' via VHF 04 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 'TILBURY CONTROL' via VHF 04 and permission is given by 'TILBURY CONTROL' to resume.

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10. REPORTING OIL SPILLS

Stop the bunkering operation, take action to minimise the spillage, avoid the spread and make every effort to avoid the spill entering the water.

At any time during operations the Master must report any spillage (even if no oil has entered the water) to the relevant Harbour Authority immediately (Refer to table at the end of section 9).

The Master of any vessel involved in bunkering operations must provide a written report to the Port of London Authority and the Port of Tilbury 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 into the water, and on land,
- d) Name and contact details of persons involved

The table below shows which harbour authority must receive the first notification depending on the location of the spill:

Where the Port of London has jurisdiction, the Port of Tilbury must be notified immediately afterwards.

Port of Tilbury	Port of London
All non-tidal in Dock berths	Grain terminal
Tilbury 2	London Container Terminal
	Tilbury RoRo
	Tilbury Landing Stage

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

11. Audit

From time to time, as decided by the Port of Tilbury London Limited, bunkering operations will be audited. A member of the Port of Tilbury Marine Department will attend to confirm all bunking and oily waste discharge procedures are being followed. The following paperwork will be made available on request to review:

1. Completed checklists
2. Emergency procedures
3. Insurance
4. Company procedures

12. CONTACT DETAILS

Port of Tilbury

Phone – 01375 85246

Email – marine.department@potll.com

Contact for communications on commencement and completion of bunkers:

“Tilbury Control”

VHF – 04

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(Appendix A)

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Vessel Bunkering Checklist

Note – Permission to bunker will not be given until all criteria are approved by the Port of Tilbury. 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 marine.department@potll.com.

For bunkering that takes place on Port of Tilbury tidal berths, it is the Masters responsibility to notify the Port of London Authority and comply with any requirements.

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

A. INFORMATION REQUIREMENTS (ALL BLANKS MUST BE FILLED)		REMARKS (FP use Only)
Vessel name: Click or tap here to enter text.		
Berth: Click or tap here to enter text.		
Name and rank of person completing checklist: Click or tap here to enter text.		
Email: Click or tap here to enter text.		
Contact number: Click or tap here to enter text.		
Name / rank of responsible officer: Click or tap here to enter text.		
B. ADDITIONAL REQUIRED INFORMATION		Approval (YES/NO)
Bunker supplier (and Vessel name if applicable): Click or tap here to enter text.		
Type of bunker oil / oily waste: Click or tap here to enter text.		
Quantity of bunker oil / oily waste: Click or tap here to enter text.		
Est. date & time of start: Click or tap here to enter text.		
Est. date & time of completion: Click or tap here to enter text.		
Bunkering and/or discharging oily waste at Tilbury Landing Stage		
C. DOCUMENTS TO BE ATTACHED		Approval (YES/NO)
	Tick if Attached	
Risk assessment for operation (all bunker operations)	<input type="checkbox"/>	
Intertanko standard tanker chartering questionnaire (tanker only)	<input type="checkbox"/>	
Vessel mooring/unmooring procedure (bunker tanker operations only)	<input type="checkbox"/>	
Pre-prepared plan for rigging and securing of booms. (Intermediate and Heavy Fuel oil only)	<input type="checkbox"/>	
Tilbury Landing Stage Bunkering and/or discharging oily waste Appendix C read, understood & will be followed at all times.	<input type="checkbox"/>	
D. DECLARATION		
Acknowledgement by Master that “ Bunkering Procedures Tilbury ” 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: Click or tap here to enter text.	Signature: Click or tap here to enter text.	Date: Click or tap here to enter text.
REMARKS – These to include reasons for “Not Approved”. (FP use Only)		
Checklist vetted by: Date & Time:		Designation:

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(Appendix B)

VESSEL BUNKERING CHECKLIST

Confirmation of Operation Details. (To be supplied to Port of Tilbury by the Master as soon as they become available, by whatever means is convenient). Email: marine.department@potll.com Phone: 01375 852456	
Vessel Name:	Click here to enter text.
Actual Date & Time of Start:	Click here to enter text.
Actual Date & Time of Completion:	Click here to enter text.
Actual Type & Quantity Loaded (or slops discharged):	Click here to enter text.
Confirmation that all procedures have been followed:	Click here to enter text.
Confirmation that no spillage has occurred:	Click here to enter text.
Appendix C fully adhered to (Tilbury Landing Stage Only)	Click here to enter text.
Name of Person Supplying above Info:	Click here to enter text.
Designation of above Person:	Click here to enter text.
Date & Time that Balance of Information was Supplied:	Click here to enter text.
REMARKS:	
Click here to enter text.	

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

Checklist vetted by: _____ Designation: _____
 Date & Time: _____

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Appendix C: Tilbury Landing Stage bunkering/oily waste discharge spill mat instructions

The Full **Appendix C** document can be found on our website - [Permits & Forms | Forth Ports](#)

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