



**GREAT YARMOUTH PORT COMPANY**

**Bunker and Oil Transfers  
Shore Facilities Guidance and  
Requirements**

Version 3 (Feb 2020)



# Bunker and Oil Transfers

## Shore Facilities Guidance and Requirements

The guidelines and/or requirements outlined in this document relate to Operators carrying out oil transfers across Great Yarmouth Port Company (GYPC) property, between fixed shore installations and vessels that are moored or located with the jurisdiction of the Great Yarmouth Port (Port) as defined in the Great Yarmouth Port Authority Acts and Orders 1866 to 2005. All Port Operators should incorporate these guidelines and requirements into their bunker procedures. These guidelines and requirements do not relieve any Operator of the need to comply with any other statutory act, order or regulation that may apply to their operation.

The overarching requirement is that there must be full compliance at all times with all Health & Safety and Environmental Law in force from time to time in England & Wales.

- 1) a) Every Operator wishing to carry out shore to ship bunker operations within the Port must lodge a request with the Harbour Master not less than 4 weeks prior to the start of the proposed operation. The Harbour Master will provide the Operator with any additional requirements and guidelines for bunkering operations within the Port.  
b) Those Operators who have been granted permission as per 1(a) above, to carry out shore to ship bunker transfers for a period of one year, must reapply on an annual basis four weeks prior to expiry of the original or previous agreement, in order to revalidate that agreement.
- 2) Subject to the conditions contained herein and subsection (1) above, Operators wishing to transfer bunkers between sunset and sunrise must notify the Harbour Master of their intention to do so, as required by the Merchant Shipping Act 1995 Chapter 21, Part VI, Chapter II, Section 135, in the following manner:
  - a. For one off transfers a notice given to the Port with not less than 3 hours or more than 96 hours prior to any transfer.
  - b. For frequent transfers, a general notification given on an annual basis.
  - c. Any Operator who has notified the Port under subsection (b) above, of his intention to carry out frequent shore to ship transfers between sunset and sunrise, must notify the Port on an annual basis of any intention to continue this practice. Such notifications must be submitted at least 4 weeks prior to the expiration of the previous notification. On each occasion the Operator must confirm that the bunker operation remains within the guidelines/requirements laid out in this document or any updated document that may be issued from time to time.
- 3) Agreement to carry out bunker operations within the Port may be withdrawn at any time where the guidance and/or requirements of this document (Ship Bunker Operations from Fixed Shore Installations) have not been followed or where it is apparent that the manner of operation poses, in the opinion of the Harbour Master or the General Manager, a serious threat to safety or the marine environment.
- 4) For the purpose of shore to ship bunker transfers; bunkers will be considered to be any type of oil (to be transferred between shore and ship by pipeline) that is to be used in the propulsion of the vessel.
- 5) Permission to carry out shore to ship bunker operations will only be granted where the Flash Point of the bunkers is 60° Celsius or more.

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- 6) The Operator must:
  - a. when required, pay the fees as may be fixed from time to time by the Port Company.
  - b. pay the appropriate Port Tolls and charges (if any) according to the Port's Standard Terms and Conditions.
  - c. provide the Port with accurate and full particulars of the bunker facility including pipeline and pumping plans.
  - d. provide the Port with accurate and full particulars of tank sizes and pumping rates.
- 7) All bunker facilities must:
  - a. be surveyed and classed by a recognised ship classification society or insurer,
  - b. remain in class or insured as required by the classification society or insurers,
  - c. have in place an appropriate and up to date Safety Management System (SMS),
  - d. carry a current and up to date Emergency Oil Spill Plan,
  - e. Carry a valid and appropriate level of insurance which is market current and market standard for this activity.
  - f. be maintained in good operable state at all times with appropriate manning levels for the activity undertaken,
  - g. have in place adequate structures to prevent damage to pipelines and pumps.
- 8) The bunker facility may be subject to inspection by the Port. The Operator shall provide safe and appropriate access to any person appointed in writing by the Port to carry out such inspection.
- 9) The bunker facility shall comply with the requirements of both the International Ship Port Security Code and local Port Security requirements.
- 10) Bunker vessels shall not be permitted to remain connected to oil pipelines longer than is necessary to carry out the transfer operation.
- 11) Bunkering must only be carried out on the nominated and approved berth.
- 12) The Operator must ensure that the vessel being bunkered is securely moored before oil transfer pipes are connected.
- 13) Operators must confirm that they are aware of and follow the Bunkering Operations guidance procedures as laid out in the International Safety Guide for Oil Tankers and Terminals (ISGOTT) Part 4, Management of the Tanker and Terminal Interface. Chapter 25 and as amended from time to time.
- 14) Operators are to submit to the Harbour Master a copy of the forms used for the Bunkering Safety Check List and the Ship/Shore Safety Check List and confirm that the vessel has a copy of this document on board and is fully compliant and aware of the requirements contained herein. (see Appendix 2 for suggested format)
- 15) The Facility shall carry oil spill equipment which is ready for immediate deployment.
- 16) The facility shall deploy oil spill equipment (near to the manifold connections) immediately prior to, during and after oil transfer has taken place. This equipment shall not be removed until oil transfer pipes have been disconnected and the manifold and transfers hoses have been blanked and secured.
- 17) The Operator is to check and confirm that the vessel being bunkered has deployed an appropriate level of oil spill equipment close to the ship manifold connection or bunker hose connection point.

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Where there is not adequate containment on the deck of the vessel then sorbent booms must be deployed around the ship manifold/connection prior to and during oil transfer.

- 18) The Operator shall have a sufficient number of staff available to deploy spill equipment if required and shall carry out regular exercises to familiarise staff with procedures and equipment.
- 19) Oil transfer hoses shall be inspected before each use and shall be tested and certified annually and immediately after a hose leak to an accredited standard. Test certificates should be made available to the Port if required.
- 20) Operators and bunkered vessels must comply with the Port's communication procedures for the transfer of oils. (see Appendix 1 to this document)
- 21) The Operator shall not commence oil transfer until the vessel has confirmed that he has obtained permission from Port Marine Services (PMS) and has advised PMS that the Bunkering Safety Check List and the Ship/Shore Safety Checklist have been completed and signed and the vessel has communicated information as required in Appendix 1.
- 22) Operators shall advise the bunkered vessel to maintain a listening watch on Channel 12 during bunker operations.
- 23) The Operator shall ensure that the bunkered vessel is displaying the shapes and signals as required by the Dangerous Substances in Harbour Areas Regulations 1987.
- 24) Upon completion of bunkering the Operator shall check that the vessel has communicated to PMS as required in Appendix 1.
- 25) At any time during bunker operations the Operator must immediately report any oil spillage, either on shore or on the vessel, even if no oil has entered the water, and take appropriate measures to immediately contain and clear the spillage.
- 26) Where any spillage of oil has occurred the Operator must submit a full written report to the Port within 24 hours of the start of the incident.
- 27) Bunker Operators must submit immediately after a bunker operation, or on a weekly basis, on Mondays, a return showing those vessels that have been supplied with bunkers. The report to include location (berth) dates, times of bunker operations and quality and quantity of bunkers provided (this shall include bunker grade, cubic capacity, specific gravity and tonnage). An example proforma is attached at Appendix 3.

Notwithstanding compliance with the above, Great Yarmouth Port Company Ltd accepts no liability whatsoever (whether direct, indirect or consequential) in respect of bunkering facilities permitted, used or operated on its Berths.

Compliance with the above guidance shall not obviate the responsibility of the bunker facility owner or operator to comply fully with all applicable Health & Safety and Environmental laws, Regulations, Codes and requirements of any regulator including but not limited to the Environment Agency, The Health & Safety Executive and Maritime and Coastguard Agency

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Great Yarmouth Port Company Ltd, by agreeing to the provision, use or operation of bunkering facilities on its Berths or across its land, neither expressly nor impliedly accepts any liability for the same nor warrants its facilities are in any way designed, suitable or otherwise appropriate for such activity.

### APPENDIX 1

#### OIL TRANSFERS – COMMUNICATIONS POLICY

This policy applies to all vessels in the Port of Great Yarmouth.

All transfers of oils (including liquid waste) shall be reported to Port Marine Services on VHF Channel 12. The information required shall include the following:

- Name of Vessel
- Berth or location in the port.
- Mode of transfer (pipeline, road transport, ship to ship, other)
- Commodity being transferred (Fuel oil, Gas oil, waste oil, dirty water etc.)
- Quantity in Litres
- Time of start of transfer
- Time of completion of transfer

In the event of an incident resulting in an oil spill, the facts of the spill must be reported immediately to Port Marine Services. Vessels must take all necessary action to prevent oil entering the water.

#### Contact Numbers:

Port Marine Services: +44 (0) 1493 335511 [gymarineservices@peelports.com](mailto:gymarineservices@peelports.com)

Harbour Office: +44 (0) 1493 335501 [gyharbouoffice@peelports.com](mailto:gyharbouoffice@peelports.com)

Pilots: +44 (0) 1493 335515 [gypilotsgroup@peelports.com](mailto:gypilotsgroup@peelports.com)



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APPENDIX 2

I (*full name*)....., being the (*position*).....

of (*name of company*) ..... having responsibility for the bunkering facility at (*location*)....., hereby declare that I have a copy of and understand the 'Shore Facilities Guidance and Requirements and confirm that the aforementioned facility is fully compliant. Bunkering staff have been made aware of and understand the contents of the 'Shore to Ship Bunker Operations - Guidance and Requirements'.

Signed

.....

Print Name

.....

Date

.....