



GREAT YARMOUTH PORT COMPANY

Ship Bunker Operations from Road Tankers

Guidance and Requirements

(Ver 2 2016)

Ship Bunker Operations from Road Tankers

The guidelines and requirements outlined in this document relate to any Road Tanker Operator (RTO) carrying out oil transfers to vessels lying within the marine jurisdiction of the Great Yarmouth Port (Port) as defined in the Great Yarmouth Port Authority Acts and Orders 1866 to 2005. These guidelines and requirements do not relieve any RTO of the need to comply with any other statutory act, order or regulations that may apply to their operation. The requirement is that there must be full compliance at all times with all Health and Safety and Environmental law in force from time to time.

- 1) a) Every RTO wishing to carry out bunker operations within the Port must lodge a request with the Harbour Master prior to the start of the proposed operation. The Harbour Master will provide the RTO with any additional requirements and guidelines for bunkering operations within the Port.
b) Those RTOs who have been granted permission as per 1(a) above, to carry out 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, RTOs 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.

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) For the purpose of road tanker transfers, bunkers will be considered to be any oils whether those oils are used in the operations of the vessels machinery or form part of the vessels cargo or support operations.
- 4) Permission to carry out bunker operations will only be granted where the Flash Point of the bunkers is 60° Celsius or more. (Special permission must be applied for where the Flash Point is below 60°C)
- 5) The RTO must, if requested by the Company, provide particulars of maximum tank sizes and carrying capacities of vehicles in the fleet.

All tankers must:

- (a) be operated as required by the Carriage of Dangerous Goods by Road Regulations
- (b) be surveyed and classed by a recognised classification society or insurer
- (b) remain in class as required by the classification society or insurer
- (c) have in place an appropriate Safety Management System (SMS)
- (d) carry an Emergency Oil Spill Plan
- (e) carry a valid and appropriate level of insurance (which must be made available if requested by the Port).
- (f) be maintained in good condition at all times with appropriately trained staff.

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- 6) The tanker and staff shall comply with both the International Ship Port Security Code and local Port Security requirements.
- 7) Tanker drivers must remain in attendance with the vehicle at all times and tankers must only remain on the berth for the period of the bunker operation.
- 8) Tanker owners and operators should be aware that Ports are required to comply with The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998. As such they are required to monitor transfers of oils and to have plans in place to deal with pollution incidents.
- 9) If requested RTOs 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.
- 10) Every tanker vehicle shall carry oil spill equipment which is ready for immediate deployment at all times and the driver shall be trained in its use.
- 11) The tanker vehicle shall have adequate sorbent booms in the vehicle to deploy on land or in the water for initial action in the event of a spill.
- 12) Tankers and transfer hoses shall not be positioned within 5 metres of any drain. The driver in charge of the vehicle shall identify all drains within 10 metres of the tanker and have oil sorbent mats or booms readily available to deploy around the drains in the event of a spill.
- 13) Oil transfer hoses shall be inspected before each use and shall be tested and certified annually and immediately after any hose leak, to an accredited standard.
- 14) Tanker vehicles must comply with the Port's procedures for the transfer of oils.
- 15) No transfer shall commence until the hose has been checked and couplings made secure.
- 16) Bunker hoses must not remain connected longer than is necessary for the transfer operation.
- 17) Permission of the berth operator and/or owner must be obtained before a bunker operation is commenced.
- 18) The tanker driver must place warning notices each side or around the vehicle to warn that oil transfer operations are taking place.
- 19) Prior to bunkering, the tanker driver/operator must establish and confirm with the vessel that the vessel has contact with Port Marine Services (Yarmouth Radio) on VHF Channel 12 and have advised Yarmouth Radio of the following;
 - a. The Bunkering Safety Check List and the Ship/Shore Safety Checklist have been completed and signed.
 - b. The type and quantity of oil to be transferred.
 - c. The agreed transfer rate.
 - d. The start time of transfer operation

NB: No transfer shall commence until confirmation of (a) to (d) has been confirmed and recorded. See Appendix 2 for Oil Transfer Communications that are to be carried out by the vessel and contact numbers for Port Marine Services.
- 20) Upon completion of bunkering operations the tanker driver/operator must confirm with the vessel and record, that the vessel has advised Yarmouth Radio of the following;

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- (a) the operation is complete
- (b) the quantity transferred in cubic metres and tonnes.

- 21) At any time during bunker operations the tanker driver/operator must report any oil spillage (even if no oil has entered the water) and take appropriate measures to immediately contain and clear the spillage.
- 22) In the event of an oil spillage, the tanker driver/operator must submit a full written report to the Port within 24 hours of the start of the incident.
- 23) Ships agents must ensure that this procedure is followed by oil brokers and transport companies that may not be local to the port and that the Road Tanker Operator Declaration is completed and returned to the Port prior to the start of the bunker operation (Appendix 1).



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APPENDIX 1

Road Tanker Operator Declaration

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

of (*name of company*) having responsibility for the operation of the Road Tankers that may carry out bunker operations within the Port of Great Yarmouth, declare that I have a copy of and understand the 'Ship Bunker Operations from Road Tankers Guidance and Requirements'. I confirm that the road tankers within my fleet are fully compliant with or operate within the guidelines. Tanker drivers have been made aware of and understand the contents of the "Ship Bunker Operations from Road Tankers Guidance and Requirements".

Signed

.....

Print Name

.....

Date

.....



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APPENDIX 2

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 tanker, 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:

Local Port Service:	+44 (0) 1493 335511	gymarineservices@peelports.com
Harbour Office:	+44 (0) 1493 335501	gyharbouoffice@peelports.com
Pilots:	+44 (0) 1493 335515	gypilotsgroup@peelports.com