

BUNKERING GUIDELINES AND REGULATIONS

1. PURPOSE

These Guidelines and Regulations have been developed to ensure that Bunkering Operations are conducted in a safe manner to reduce and minimise risks to personnel and the environment and apply to all parties involved with Bunkering Operations within Clydeport. These Guidelines and Regulations must be applied by all relevant parties as a minimum standard for all Bunkering Operations within Clydeport.

2. DEFINITIONS

2.1 Unless the context otherwise requires in these Guidelines and Regulations:

- 2.1.1 “Bunker Barge” means the vessel (whether sea-going or not) provided by the Bunker Supplier for the purpose of supplying Bunkers to or receiving Bunkers from Ships;
- 2.1.2 “Bunker Supervisor” means the appropriately qualified person appointed by the Bunker Supplier to supervise the Bunkering Operations on behalf of the Bunker Supplier (such Bunker Supervisor may also be the Master of the Bunker Barge);
- 2.1.3 “Bunker Supplier” means the party supplying Bunkers to or receiving Bunkers from a Ship;
- 2.1.4 “Bunkers” means petroleum in any form including crude oil, fuel oil, sludge, oil refuse, refined products and any noxious liquid substance (as defined in MARPOL 73/78 Annex II Chapter 1 Regulation 1) and the residues thereof when carried on board vessels but not as freight-paying cargo;
- 2.1.5 “Bunkering Operations” means the transfer of Bunkers between vessels, road tankers or shore facilities;
- 2.1.6 “Bunkering Safety Check List” means the Bunkering Safety Check List published in ISGOTT from time to time, or such other bunkering safety check list which either matches or exceeds the ISGOTT standard;
- 2.1.7 “Harbour Master” means the Harbour Master appointed by COL (and includes his authorised deputies and assistants and any person so authorised by COL to act in that capacity);
- 2.1.8 “ISGOTT” means the International Safety Guide for Oil Tankers and Terminals;
- 2.1.9 “COL” means Clydeport Operations Limited;
- 2.1.10 “Officer in Charge” means the appropriately qualified officer appointed by the Ship’s Master to oversee the Bunkering Operations;
- 2.1.11 “Port” means the Clydeport jurisdiction as defined in Clyde Port Authority Order Confirmation Act 1965 and any statutory amendment or re-enactment thereof;
- 2.1.12 “Ship” means the vessel receiving Bunkers from for discharging Bunkers to a Bunker Barge, road tanker or shore facility;
- 2.1.13 “SOPEP” means Ship Oil Pollution Emergency Plan or Shipboard Marine Pollution Emergency Plan as appropriate;
- 2.1.14 “vessel” means every description of vessel (howsoever propelled or moved) or any other structure or craft (including pontoons) navigating or lying within the Port.

- 2.2 In these Guidelines and Regulations, unless the context otherwise requires, the singular includes the plural and vice versa.
- 2.3 Section headings are included for convenience only and do not affect their interpretation.

3. RESPONSIBILITIES

- 3.1 These Guidelines and Regulations do not relieve any person of the requirement to comply with any statutory Act, Order or Regulation that may apply to their vessel or operation.
- 3.2 Bunkering Operations must be performed diligently, safely and without deliberate or undue delay.
- 3.3 The Bunker Supplier shall have written safety, health, environment and quality programs (including a pollution emergency plan and/or SOPEP) in place at all times and shall make these available to the Harbour Master upon demand for inspection.
- 3.4 The Bunker Supplier shall undertake risk assessments of the bunkering services that it offers within the Port and shall make these available to the Harbour Master upon demand for inspection.
- 3.5 The Bunker Supplier shall take out appropriate insurance with reputable London market insurers in respect of third party liability risks (including but not limited to third-party liability, wreck removal, pollution and personal injuries) and for levels of cover as would be taken out normally by a prudent supplier of comparable services, and the Bunker Supplier shall provide the Harbour Master upon demand with documentary evidence of such insurance cover.
- 3.6 The Bunker Supplier shall have sufficient and appropriate drip containment and spill response equipment on board the Bunker Barge and/or at the location of the Bunkering Operations which shall be readily available for deployment.
- 3.7 The registered owner of any vessel receiving or supplying Bunkers shall be required to have in place insurance or other financial security, such as the guarantee of a bank or similar financial institution, to cover the liability of the registered owner for pollution damage in an amount equal to that calculated in accordance with the Convention on Limitation of Liability for Maritime Claims 1976, as amended. Details of such insurance or financial security shall be made available to the Harbour Master upon demand.
- 3.8 Bunker Suppliers, vessel owners and Masters should follow the principles of the Bunkering Operations guidance procedures as laid out in ISGOTT, as amended from time to time.
- 3.9 The Ship's Master is responsible for the Bunkering Operations and must appoint an Officer in Charge and there shall also be a Duty Deck Officer available or in attendance during the Bunkering Operations.
- 3.10 Bunker Suppliers shall be responsible for complying with and adhering to the appropriate practices and procedures laid down for their operations. The Bunker Supplier must appoint a Bunker Supervisor to liaise with the Officer in Charge on the Ship.
- 3.11 Prior to Bunkering Operations commencing, the Officer in Charge and Bunker Supervisor must exchange a Bunkering Safety Check List. **Copies of the Bunkering Safety Check List must be retained by the Ship and Bunker Supplier for at least one month following completion of the Bunkering Operations and must be produced to the Harbour Master upon demand for inspection.**

- 3.12 During Bunkering Operations, the Officer in Charge and Bunker Supervisor shall ensure that all necessary measures are taken to prevent the spillage of Bunkers into the waters of the Port or onto any quayside.
- 3.13 In the event that the Officer in Charge cannot identify or establish communications with the Bunker Supervisor, then Bunkering Operations should not commence or if they are under way they should cease immediately.
- 3.14 In the event that the Bunkering Supervisor cannot identify or establish communications with the Officer in Charge, then Bunkering Operations should not commence or if they are under way they should cease immediately.
- 3.15 Bunker Barges undertaking Bunkering Operations must display the flags/lights as detailed in Regulation 8(1) of The Dangerous Goods in Harbour Areas Regulations 2016.

4. REPORTING

- 4.1 Immediately prior to the commencement of Bunkering Operations the Harbour Master must be notified and provided with the following information:
- Name of Bunker Barge or (in the case of road tankers or shore facilities) details of Bunker Supplier
 - Name of Ship
 - Location of Bunkering Operations
 - Mode of transfer (Bunker Barge, road tanker or shore facility)
 - Details of Bunkers to be transferred and estimated quantity
 - Proposed commencement time of Bunkering Operations
 - Estimated completion time of Bunkering Operations
- 4.2 The Harbour Master must be notified when Bunkering Operations have been completed.
- 4.3 In the event of an incident resulting in a spillage of Bunkers, in addition to any other requirements, a report must be made immediately to the Harbour Master and must include:
- The location of the spill
 - Details of the vessels involved
 - The type and quantity of Bunkers spilt
 - Actions taken so far (and by whom) to contain and recover the spill
- 4.4 All reports shall be made to the Harbour Master (contact details in Schedule 1 hereof) as follows:
- 4.4.1 By the Master of the Bunker Barge if the Bunkering Operations involve a Bunker Barge, or
- 4.4.2 By the Master of the Ship if the Bunkering Operations involve either a road tanker or shore facility.

5. PROCEDURES

- 5.1 The Ship's Master must:
- 5.1.1 follow the reporting procedures as specified in Section 4 hereof as appropriate;
- 5.1.2 produce a risk assessment and method statement for the Bunkering Operations (which shall be made available to the Harbour Master upon demand for inspection);

- 5.1.3 ensure the Officer in Charge on the Ship is in attendance at all times during the Bunkering Operations and has the appropriate assistance to aid in safe and effective operations;
- 5.1.3 ensure that the Officer in Charge has established and then continues to maintain communication with the on-duty Deck Officer and Bunker Supervisor during the Bunkering Operations;
- 5.1.4 confirm that the Ship is securely moored, with suitably tensioned moorings, ready for the Bunkering Operations and ensure that moorings are tended throughout the Bunkering Operations (consideration must be given to the effects of interaction from passing vessels and fluctuations in water levels);
- 5.1.5 ensure that (except for vents designed to prevent excess pressure or vacuum within a cargo space) all openings from oil storage spaces are kept closed during the Bunkering Operations;
- 5.1.6 agree in writing with the Bunker Supplier on the handling procedures, including the maximum loading or unloading rates taking into account the arrangement, capacity and maximum allowable pressure of the receiving tanks; cargo lines, hoses and shore pipelines, the arrangement and capacity of the vapour venting system (if fitted), the possible pressure increase due to an emergency shut-down, the possible accumulation of electrostatic charge and the presence of Officer in Charge during start-up operations on board the Ship, Bunker Barge and ashore;
- 5.1.7 agree in writing with the Bunker Supplier the action to be taken and the signals to be used in the event of an emergency during Bunkering Operations; and
- 5.1.8 if an incident occurs during the Bunkering Operations which necessitate a repair to the piping system or connections; ensure that the Bunkering Operations are stopped and not resumed until adequate safety measures have been taken.

5.2 The Officer in Charge must:

- 5.2.1 ensure that the correct quantity of Bunkers has been ordered and agree the quantity with the Bunker Supervisor;
- 5.2.2 nominate the tanks to be loaded and ensure that there is sufficient capacity in these tanks to accommodate the Bunkers ordered;
- 5.2.3 decide on the fill level for each tank both in terms of ullage and percentage capacity;
- 5.2.4 agree the load rates for start-up, bulk filling and reduced rates whenever there is a possibility of the tank being unable to cope with the fill rate and always a reduced rate if the tank has reached 90% of normal capacity;
- 5.2.5 check frequently that the agreed back-pressures and loading or unloading rates are not exceeded;
- 5.2.6 take appropriate preventative measures to ensure that all relevant equipment (e.g., pipelines, loading arms, flexible pipes, etc.) are not damaged and check continually for signs of leakage;
- 5.2.7 establish emergency stop procedures and signals with the Bunker Supervisor;
- 5.2.8 in conjunction with the Bunker Supervisor, complete and sign the Bunkering Safety Check List and keep the list available for inspection;
- 5.2.9 establish and maintain satisfactory communication with the Bunker Supervisor before and during Bunkering Operations;
- 5.2.10 ensure that no tank is overfilled and warn the Bunker Supervisor whenever any tank has reached 90% capacity and/or when any topping off operation has commenced;
- 5.2.11 after completion of the Bunkering Operations, ensure that the hoses and pipes have been drained of liquids, the pressure relieved, the piping vented and the Ship's manifold blanked off; and
- 5.2.12 ensure that no ignition sources (e.g., smoking, naked flames or hot work, none intrinsically safe electrical items etc.) are within the area of the Bunkering Operations;

5.3 The Bunker Supervisor must:

- 5.3.1 follow the reporting procedures as specified in Section 4 hereof as appropriate;
- 5.3.2 ensure that suitable fenders are deployed by either the Bunker Barge or Ship;
- 5.3.3 ensure that the Bunker Barge is securely moored to the Ship, with suitably tensioned moorings, ready for the Bunkering Operations and ensure that moorings are tended throughout the Bunkering Operations (consideration must be given to the effects of interaction from passing vessels);
- 5.3.4 establish Emergency Stop procedures and signals with the Officer in Charge;
- 5.3.5 in conjunction with the Officer in Charge complete and sign the Bunkering Safety Check List and keep the list available for inspection;
- 5.3.6 establish and maintain satisfactory communication with the Officer in Charge before and during Bunkering Operations;
- 5.3.7 ensure that the Bunker Barge's propulsion system is kept on immediate notice of readiness;
- 5.3.8 establish with the Officer in Charge the safe limits for wind and swell conditions for undertaking Bunkering Operations and for the Bunker Barge to remain safely alongside the Ship; and
- 5.3.9 take appropriate preventative measures to ensure that all relevant equipment (e.g., pipelines, loading arms, flexible pipes, etc.) are not damaged and continually check for signs of leakage; and
- 5.3.10 ensure that no ignition sources (e.g., smoking, naked flames or hot work, none intrinsically safe electrical items etc.) are within the area of the Bunkering Operations.

6. HOSES AND PIPES

The Officer in Charge shall ensure that the following checks and procedures are carried out:

- 6.1 The hoses in use are suitable for use in the Bunkering Operations, are certified and legibly marked showing the type of hose, specified maximum working pressure and the month/year of manufacture.
- 6.2 Before and during Bunkering Operations check hoses to ensure they are:
 - 6.2.1 in good condition and adequate for the proposed transfer;
 - 6.2.2 supported and suspended adequately, with no sharp angles, flats or kinks;
 - 6.2.3 of adequate length and sufficient to allow for movement of the Ship and Bunker Barge.
- 6.3 Ensure there are no hose joins either:
 - 6.3.1 within one metre of the Ship's or Bunker Barge's side;
 - 6.3.2 in the gap between Ship and Bunker Barge/shore, or
 - 6.3.3 within one metre of the quay edge.
- 6.4 Any hose joins shall be made using the appropriate gaskets and every bolt hole in each flange connection shall be utilised with appropriately tightened bolts.
- 6.5 Where quick release couplings or proprietary couplings are used they shall be appropriate for the operation, so as to avoid any possibility of leakage and they shall be fastened in accordance with the manufacturer's instructions. If a pistol-grip delivery system is used, then this must conform to British Standard BS 7117 (or any amendment to or replacement thereof) and be properly maintained in accordance with the manufacturer's instructions.

- 6.6 At no time during the Bunkering Operations shall any part of the filling system be over pressurised and care must be exercised not to cause a pressure shock in the lines by closing or opening valves in an inappropriate manner.
- 6.7 There are adequate procedures for the disconnection of the pipe in the event of an emergency.

7. SPILL CONTAINMENT AND PREVENTION

In order to prevent and/or contain any spill:

- 7.1. Any changes to the bunkering plan or bunkering sequence should be agreed in writing by all parties to the Bunkering Operations.
- 7.2 The Bunker Supervisor in charge of supplying the Bunkers shall remain at the bunker station throughout the Bunkering Operations and he or another person shall always be in attendance at or near to the emergency stop location.
- 7.3 An emergency overflow tank should (if possible) be nominated and the valve for that tank should be identified and marked.
- 7.4 The bunker connections shall be contained within an oil tight bund.
- 7.5 Any scuppers/drains that could be vulnerable in the event of a spill shall be sealed and/or plugged.
- 7.6 Where there is any doubt as to the effectiveness of the bunker bund or the scupper seals to retain a spill on a vessel, then appropriate numbers and types of sorbent booms and mats shall be deployed on board the vessel to intercept any possible spill before the Bunkers reach the scuppers.
- 7.7 The spill response equipment on board a vessel and that provided by the Bunker Supplier shall be readily available for deployment.
- 7.8 A vessel shall have sufficient numbers of crew available in order to deploy spill equipment carried on board and the crew shall have been exercised in spill containment and understand the requirements of the Ship's own SOPEP.
- 7.9 The Bunker Supplier shall have sufficient personnel available (whether that be the Bunker Barge's crew or otherwise) in order to deploy its spill equipment and such personnel shall have been exercised in spill containment and understand the requirements of Bunker Supplier's pollution emergency plan.
- 7.9 On completion of Bunkering Operations, the hoses must be fully drained before disconnection takes place.
- 7.10 When disconnection of hoses is taking place a drip pan of appropriate size shall be deployed below any disconnection point that is not protected by a bund.
- 7.11 Disconnected hoses shall be blanked before lowering or removing the hose from the Ship.
- 7.12 Vessel filling points shall be blanked immediately they are no longer required.
- 7.13 Any spilt Bunkers or Bunkers contained in bunds or drip pans shall be mopped up and all bunker-contaminated material shall be disposed of through the appropriate segregated waste management system.

8. ADDITIONAL PRECAUTIONS

In addition to normal precautions, the Ship's Master should be aware of the following:

- 8.1 Fuels loaded at a high rate may foam or have air entrapped within the oil; this may result in oil or an oil mist being ejected through the vent pipes.
- 8.2 The loading rate should be appropriate to:
 - 8.2.1 the size of the tank;
 - 8.2.2 the available capacity in the tank;
 - 8.2.3 the size of the fill pipe; and
 - 8.2.4 the size and position of the air vent pipes.
- 8.3 Vessel officers must be aware that a vessel's list or trim can affect the ability of air vents to vent a tank adequately. This is particularly relevant where the tanks are being filled to near capacity, as air locks may form in the higher end of a tank remote from the air vent pipe, this is particularly relevant where the air vent is sited in a lower part of the tank (be that by design or as a result of list or heel).
- 8.4 Ballasting of tanks or filling of fresh water tanks should be avoided during Bunkering Operations. If this is not possible, then every precaution should be taken to ensure that ballast or fresh water does not overflow onto deck. In the event of a ballast/fresh water overflow, the Bunkering Operations must cease immediately until the deck has been cleared of all water and the scuppers/drains rechecked for tightness.
- 8.5 Ullage gauges should be checked for accuracy before and during the loading process and a secondary means of ullaging carried out during the Bunkering Operations.

9. RESTRICTIONS ON BUNKERING OPERATIONS

- 9.1 Bunkering Operations are not permitted to take place at any time when either the Ship or Bunker Barge is at anchor or underway.
- 9.2 Bunkering Operations conducted whilst cargo operations are taking place on board the Ship should be avoided wherever possible.
- 9.3 When there is a requirement for Bunkering Operations to be conducted whilst cargo operations are taking place on board the Ship, permission must first be obtained from the relevant cargo terminal operator and a specific, additional risk assessment (which shall be made available to the Harbour Master upon demand for inspection) shall be carried out by the Ship's Master in consultation with the cargo terminal operator. This risk assessment should not be limited to but shall consider:
 - 9.3.1 that there should be adequate separation between Bunkering Operations and cargo operations;
 - 9.3.2 the need to provide a safe working area, with particular attention being given to ensure that there are no suspended loads over or in the vicinity of the Bunker Operations (which includes any persons, Bunker Barges or other vehicles/equipment connected therewith);
 - 9.3.3 protection of hoses/pipes from damage;
 - 9.3.4 possible conflicts between vehicles and plant moving in close proximity to the Bunkering Operations;
 - 9.3.5 safe and accessible working areas on the Ship for the Bunkering Operations;
 - 9.3.6 that the movement of the Ship due to cargo operations may affect the Bunkering Operations and cause overflows;

- 9.3.7 dust levels emanating from the cargo on board and in the vicinity of the Ship;
 - 9.3.8 the potential effect of the weather conditions and disadvantageous winds on dust movement; and
 - 9.3.9 the proximity of Bunkering Operations to cargo operations and the potential for sources of ignition to arise therefrom.
- 9.4 The cargo terminal operator must be notified prior to commencement and upon completion of Bunkering Operations and a suitable method of communication must be maintained between the Ship and cargo terminal operator whilst Bunkering Operations take place.
- 9.5 The cargo terminal operator must suspend cargo operations immediately if requested to do so by the Ship's Master or Officer in Charge.
- 9.6 Bunkering Operations shall not be undertaken at the same time as cargo operations are taking place on board the Ship involving low flash products (i.e., substances with a flashpoint below 23°C) or adjacent to holds where bulk scrap metal is being discharged or loaded.
- 9.7 Cargo operations must be stopped immediately if an oil spill occurs.
- 9.8 The Harbour Master may at any time issue a Special Direction to any vessel within the Port to suspend either Bunkering Operations or cargo operations, or to regulate the manner in which Bunkering Operations or cargo operations take place.
- 9.9 Bunkering Operations shall only be undertaken in daylight hours; between hours of Civil Twilight within the Port unless the requisite notice has been given to the Harbour Master in accordance with the Merchant Shipping Act 1995 s.135 and permission granted.

10. BUNKER BARGES

- 10.1 All Bunker Barges that intend to operate within the limits of the Port should be registered with COL prior to undertaking Bunkering Operations, and such registration must be renewed on an annual basis.
- 10.2 In addition to any requirements of the registration of Bunker Barges with COL, all Bunker Barges operating in the Port shall be provided with documentation confirming that the Bunker Barge is either certified by the Maritime & Coastguard Agency (or another recognised Certifying Authority) or classified by a recognised (IACS) Classification Society. In the case of a Bunker Barge that is less than 24m in length overall MDHC must be provided with proof that it complies with the requirements for a vessel of Class IX(A)(T).
- 10.3 The Bunker Supplier shall warrant that all Bunker Barges operating within the limits of the Port are:
- 10.3.1 operated in compliance with international standards and regulatory requirements (including, by way of example only, ISM, flag state, classification society and Maritime & Coastguard Agency or equivalent) with regard to safety, stability, seaworthiness, fitness for purpose, crewing and security; and
 - 10.3.2 covered by Protection & Indemnity insurance with reputable International Group P&I Club or London market insurers in respect of third party liability risks (including but not limited to third-party liability, wreck removal, pollution and personal injuries) and for levels of cover as would normally be taken out by a prudent operator of comparable vessels in similar trades, and the Bunker Supplier shall provide the Harbour Master upon demand with documentary evidence of such insurance cover.
- 10.4 All Bunker Barges in excess of 600 tonnes deadweight (DWT) shall be of double hull construction.

11. BUNKER DISPUTES

- 11.1 COL neither supplies nor facilitates the supply of Bunkers or removal of waste oils or noxious liquids in the Port; all such operations being provided by third parties. COL shall have no involvement in any dispute between the Bunker Supplier and any Ship.
- 11.2 The Bunker Supplier may not act or purport to act on behalf of COL or to represent COL in any way. The Bunker Supplier is not an agent or employee of COL.
- 11.3 COL shall not be liable, vicariously or otherwise, for the acts or omissions of any party involved in Bunkering Operations whether they follow these Guidelines and Regulations or otherwise.

Operative from October 2017

SCHEDULE 1

Contact Details for the Harbour Master/Permissions

1. For Bunkering Operations taking place at any berth, jetty or stage or anchorage in Port:

Clydeport LPS VHF Channel 12 +44 (0)151-949-6651 / 6649

2. For Bunkering Operations taking place at Greenock Ocean Terminal:

Duty Officer VHF Channel 12 +44 (0)1475 886 302 / 327

3. For Bunkering Operations taking place at KGV/Riverside:

Duty Officer VHF Channel 12 +44 (0)141 445 7401 / 7402

List of Amendments

No.	Effective Date	Details
0	1/10/17	Original as issued
1		
2		