

# BUNKERING

## CODE OF PRACTICE

### 2019



Edition 3 - February 2019



# Bunkering Code of Practice Edition 3



February 2019



## **Contents**

### **Section 1**

- 1 Introduction
- 2 Purpose
- 3 Definitions
- 4 Responsibility
- 5 Changes to this Code of Practice
- 6 Accountability
- 7 Assessment of the Procedures and Code of Practice
- 8 Breaches of the Code
- 9 Checklists
- 10 Berth Risk Assessment
- 11 Bunker Vessels
- 12 Bunker Ships
- 13 Bowser or Road Tanker Operations (including delivery by Rail Tanker)
- 14 Bunker Quality
- 15 Bunker Quantity
- 16 Bunker Disputes

### **Section 2**

Peel Ports London Medway's Bunkering Procedures

### **Section 3**

LNG (Liquefied Natural Gas) Bunkering Procedures.

### **Annex 1**

Bunker Checklist



## Section 1

### 1. Introduction

1.1. This Code of Practice covers the purpose, definitions, use, accountability and monitoring of bunkering procedures within Peel Ports London Medway's area of jurisdiction.

1.2. This Code of Practice is the property of

**Peel Ports London Medway**  
Sheerness Docks  
Sheerness  
Kent  
ME12 1RS

1.3. The procedures set out in this Code of Practice cover all bunkering operations, either alongside or at anchor, whether by bunker ship, barge or bowser (road tanker).

1.4. The Peel Ports London Medway Marine Department shall monitor compliance with the procedures set out in this Code of Practice.

### 2. Purpose

2.1. The purpose of the procedures are:

- To minimise the risks of an incident that could have a detrimental effect on personnel or the environment during the transfer of oil and other noxious liquid substances, other than cargo, in bulk.
- To ensure that best practice is applied to the transfer of such liquids.
- To ensure compliance with the requirements of the Port Marine Safety Code 2016.

2.2. The system will provide:

- Peel Ports London Medway with a code for bunkering operations that will enhance the operations of the port.
- Suppliers of bunkering services with a system to mitigate disputes and problems.
- Stakeholders with the reassurance that the risk to the public and the environment is kept to as low as is reasonably practical.

### 3. Definitions

- Bunkering Refers to the transfer of any Oil, Noxious or Polluting liquid, either to or from a vessel, by ship, barge, bowser lorry, railway wagon or any other method.
- Oil Refers to petroleum in any form including crude oil, fuel oil, sludge, oil refuse and refined products
- Noxious Liquids Refers to any liquid that may be hazardous to marine resources or human health or may cause harm to amenities or other legitimate use of the sea.

#### 4. Responsibility

- 4.1. The Master (or Skipper) of any reporting vessel involved in bunkering, the Officer in Charge of the operations and, where appropriate, the berth or terminal operators are responsible for compliance with these procedures.
- 4.2. Peel Ports London Medway is responsible for the promulgation and updating of this Code of Practice and with managing the compliance with the procedures.

#### 5. Changes to the Code of Practice

- 5.1. This Code of Practice will be subject to periodic review to ensure that it reflects best practice and responds to changes in industry standards and legislation. Peel Ports London Medway welcomes input from interested parties and from the wider range of river users.

#### 6. Availability

- 6.1. The Port Community and Users will have access to copies of this Code of Practice either by application to Peel Ports London Medway or from the Peel Ports' Group Website.

#### 7. Assessment of the Procedures and Code of Practice

- 7.1. Peel Ports London Medway Marine Management team will monitor compliance with the procedures and the implementation of the Code of Practice.
- 7.2. The Peel Ports London Medway Marine Department reserve the right to conduct random inspections to monitor the effectiveness of the procedures within the Code.

#### 8. Breaches of the Code

- 8.1. The Senior Manager Marine Operations, has prime responsibility for the Code of Practice. This responsibility includes ensuring that breaches are investigated and resolved.

#### 9. Checklists

A Peel Ports London Medway Bunker Transfer Checklist shall be completed, signed by both parties and a copy sent to Medway Marine Management Team (MMMT) by e-mail to [AllMedwayMarineManagers@peelports.com](mailto:AllMedwayMarineManagers@peelports.com) prior to the commencement of any bunker transfer operation. The checklist shall remain available for inspection throughout the operation and for 24 hours after completion. [Medway.Navigation@peelports.com](mailto:Medway.Navigation@peelports.com) and [GroupPortControl.ShiftManagers@peelports.com](mailto:GroupPortControl.ShiftManagers@peelports.com) should be put in copy in order to inform Medway VTS and Peel Ports Group Port Control Centre (GPCC) in Liverpool.

- 9.1. If the vessel does not have access to Peel Ports London Medway Bunker Checklist then a suitable industry standard equivalent is acceptable.

#### 10. Berth Risk Assessment

- 10.1. A risk assessment shall be carried out by the berth operator prior to authorising a bunker operation, whenever cargo operations are taking place simultaneously.

#### 11. Bunker Vessels

- 11.1. All bunker barges that operate within the Medway and Thames must be registered with Peel Ports London Medway before providing bunkering services within the Peel Ports London Medway area of jurisdiction.
- 11.2. This registration requires that Peel Ports London Medway are provided with valid proof that –
  - The vessel is either Certified by the Maritime and Coastguard Agency (or a Certifying Authority) or classified by an acceptable Classification Society. In the case of a bunker barge that is less than



24m Length Overall there must be proof that it complies with the requirements for a vessel of Class IX(A)(T).

- All bunker barges must supply a copy of a suitable valid Certificate of Insurance, showing cover for 3rd party liability, wreck removal, oil pollution and personal injuries.
- The vessels particulars.
- Confirmation of compliance with this Code of Practice annually.

11.3. Barge operators must ensure that at all times during operations their vessels are adequately manned by suitably trained and qualified personnel.

## **12. Bunker Ships**

12.1. Sea going ships that intend to carry out bunkering operations within the Peel Ports Medway area of jurisdiction must supply the vessel's particulars and confirm compliance with this Code of Practice.

## **13. Bowser or Road Tanker Operations (including delivery by rail tanker)**

13.1. It is the responsibility of the receiving ship to ensure that any road or rail vehicle delivering bunkers or removing any oil or noxious liquid waste from their ship is suitably fit for purpose and operates to the procedures set out in this Code of Practice.

## **14. Bunker Quality**

14.1. The bunker supplier will provide two sealed and labelled samples of the delivered bunkers upon completion of operations. The delivery note shall specify the type and grade of bunkers supplied.

## **15. Bunker Quantity**

15.1. The supplier and receiver shall agree the amount of bunkers that has been transferred and record this on the delivery note.

## **16. Bunker Disputes**

16.1. Peel Ports Medway does not either supply or facilitate the supply of bunkers or facilitate the removal of waste oil or noxious liquids. All such operations within Peel Ports London Medway's area of jurisdiction are carried out by third parties. Peel Ports Medway will take no involvement in any dispute between supplier and receiver.

## Section 2 - PEEL PORTS LONDON MEDWAY'S BUNKERING PROCEDURES

1. The master or skipper of vessels, drivers of road tankers or a terminal providing bunkers shall ensure that bunkering will only take place provided that –
  - 1.1. Notification of the intention to bunker is given to the MMT & Medway VTS prior to the commencement of operations, stating the berth or anchorage, the type and quantity of bunker oil or noxious liquid and the time that bunkering will commence.
  - 1.2. All questions on the bunker checklist have been answered and sent to MMT and a copy sent to Medway VTS.
  - 1.3. The master or skipper of vessels, drivers of road tankers or a terminal providing bunkers shall ensure that the bunker checklist, duly completed and signed, will be present for inspection during the bunker operation and during the 24 hours after completion.
  - 1.4. The master of the receiving vessel shall not allow bunkering to commence before ensuring that –
    - 1.4.1. An Officer in Charge has been duly appointed who will be responsible for the safety of the bunkering operation.
    - 1.4.2. Close liaison exists between the Officer in Charge and the Duty Deck Officer to ensure that no excessive stresses, list or trims are created.
  - 1.5. Prior to commencing operations, the Officer in Charge must ensure that –
    - 1.5.1. A bunker stern and loading rate/bunker plan have been discussed and finalised with all persons involved in the operation.
    - 1.5.2. The bunker hoses are in good condition. The bunker hoses are well suspended. The bunker hoses have sufficient slack.
    - 1.5.3. The connections are correctly made and that any necessary gasket joints are in place and that any threaded connections or couplings are in good order.
    - 1.5.4. That each bolt hole in the bunker line connecting flanges is fitted with a well tightened bolt or, if securing the bunker line is only possible by means of reliably constructed clamps or quick release couplings, both meant for the purpose mentioned that these clamps and couplings shall be fitted in such a way that any leakage is prevented.
    - 1.5.5. All valves/blanks except those immediately required to be opened are closed oil-tight. Neither the hose nor the ship's system can be over pressurised.
    - 1.5.6. The barge/tanker/manifold operator will remain with the barge/tanker whilst bunkering and be provided with a hand-held radio. It must be clearly understood with all persons involved in the operation when and what signals are to be given to **STOP** bunkering.
    - 1.5.7. There is sufficient space in the ship's tanks to accommodate the fuel to be delivered.
    - 1.5.8. The meter on the barge is clearly set and/or the level in the tanks is correct and corresponds to the delivered quantity.
    - 1.5.9. Suitable oil absorbent material is available in case of a slight spillage.
    - 1.5.10. The save-all around the bunker connection is empty and oil-tight. All scuppers, where fitted, are securely plugged.
    - 1.5.11. The tanks should not be filled to the maximum of their normal volumetric capacity; the loading rate should be slowed appropriately if 90% is to be exceeded, and necessary precautions taken.

- 1.6. The master of the bunker barge or ship, driver of a road tanker or a terminal providing bunkers shall ensure that –
  - 1.6.1. The bunker hoses are in good condition and have been tested.
  - 1.6.2. The bunker hoses are well suspended and have sufficient slack.
  - 1.6.3. The connections are correctly made and that any required gasket joints are in place and that any threaded connections or couplings are in good order.
  - 1.6.4. That each bolt hole in the bunker line connecting flanges is fitted with a well tightened bolt. If clamp or quick release type connections are being used they must be properly constructed for the purpose and fitted in such a way that any leakage is prevented.
  - 1.6.5. All valves and blanks, except those immediately required to be opened, are closed oil-tight.
  - 1.6.6. That neither the hose nor the ship's system is over pressurised.
  - 1.6.7. That a suitably trained person will remain on deck of the bunker ship or barge or by the discharge controls of the bowser throughout the bunkering operation.
  - 1.6.8. That good communications have been established between all parties and signals have been agreed for stopping the bunker operation.
  - 1.6.9. That there is sufficient space in the ship's tanks to accommodate the fuel to be delivered or sufficient space in the bowser to take the waste or other noxious liquid being discharged.
  - 1.6.10. The meter on the barge or bowser is clearly set and the level in the tanks is correct and corresponds to the delivered quantity.
  - 1.6.11. Suitable oil absorbent material is available in case of a slight spillage.
  - 1.6.12. The save-all around the bunker connection is empty and oil-tight.
  - 1.6.13. All scuppers are securely plugged.
2. If either the supplier or receiver suspects that the other party is not monitoring the operation effectively and in accordance with these procedures they are to **STOP** the operation until the situation is resolved.
3. Bunkering During Cargo Operations
  - 3.1. An on-site risk assessment must be carried out for all vessels wishing to bunker whilst simultaneously loading or discharging.
  - 3.2. An on-site risk assessment must be carried out at any terminal or berth where cargo operations have the potential for fuel ignition.
  - 3.3. The on-site risk assessment must take into account –
    - The dust levels emanating from the cargo onboard, and in the vicinity of the vessel.
    - The potential effect of the weather conditions, particularly the wind, on dust movement.
    - The proximity of bunkering operations to cargo operations and the potential for fuel ignition from a minor dust explosion involving heavy plant in the hold.
    - The problems associated with bunkering from road tankers e.g. heavy plant and equipment operating on the quay, movement of loads on and above the quay, manual handling operations and the movement of personnel.

- There should be adequate separation between cargo operations and bunkering activities
- The stevedores must be notified on commencement and completion of bunkering operations.
  
- Cargo operations must be stopped immediately if an oil spill occurs.

#### 4. Changes to Bunker Plans

4.1. Alterations to the plan for bunkering should only be made after full consideration has been given to all possible consequences resulting from these alterations.

#### 5. The master or skipper of vessels, drivers of road tankers or a terminal providing bunkers shall, on completion of the bunkering operation, ensure that –

- The meter reading is correct and the tank levels are correct or the tanks empty. The hose is completely drained into the vessels tanks.
- The filling cap is replaced.
- The Delivery Note is signed for the agreed amount. Any minor deck spillages are cleaned up.
- Any oil in the save-all is mopped up.
- Any oil-soaked materials are disposed of in a safe and non-polluting manner (ref: the Port Waste Management Plan and vessel's own Waste Management Plan).
- Relevant entries are made in the Oil Record Book and that these entries are countersigned by the Master

#### 6. Essential Points to Note –

- Fuels, especially diesel oil, may tend to foam at a high flow rate and therefore occupy a greater space than predicted.
- The effective tank capacity may be reduced due to trim or list. Many tanks extend from a ship's side to the centreline. Air pipes are commonly as far outboard as possible. If the ship has a list, air may be trapped in the tank on the low side and will occupy space, which is theoretically available for fuel.
- Effective capacity may also be lost due to trim if the tank has a single air pipe near one end. Air may be trapped in the 'high' end of such a tank if the air pipe is at the 'low' end.
- At least two means of sounding each tank must be available, e.g. two sounding rods or tapes or one sounding rod and a reliable tank gauge. Tank gauges must be verified periodically during bunkering by manual ullages or sounding tape.
- Valves should be promptly and properly operated with preferably at least one tank open at all times.
- Bunker tanks are not to be over-filled. In no circumstances should they be filled beyond 98%. The loading rate should be slowed as the tank approaches being 90% full.
- If cargo loading or discharging is to continue during bunkering then it should be carried out in such a way as to not induce rapid changes of list or trim.
- Ballasting should not take place at the same time as taking bunkers. If this cannot be avoided, every precaution must be taken to prevent the ballast water overflowing onto the ship's deck. If any sizeable quantity overflows, bunkering should be suspended until the decks are clear. The same precautions apply to the loading of fresh water.
- **PARTICULAR CARE IS TO BE TAKEN WHEN NEARING COMPLETION OF BUNKERING.**

## **7. IN THE EVENT OF AN OIL SPILL.**

**7.1. Refer to the vessel's Ships Oil Pollution Emergency Plan .**

**7.2. Contact: Medway VTS VHF Channel 74.**

**7.3. Contact the Berth Operator.**

## **8. References**

8.1. Vessels own Emergency Procedures.

8.2. Vessels SOPEP manual.

8.3. Berth Operators Emergency Procedures.

8.4. Vessel's Waste Management Plan.

8.5. Peel Ports London Medway Port Waste Management Plan.

8.6. Medway Ports Oil Spill Contingency Plan.

## **Section 3 – LNG Bunkering Procedures**

**Currently LNG bunkering is not routinely permitted within the Peel Ports London Medway area of jurisdiction. Any vessel wishing to carryout LNG bunkering operations are required to contact the Medway Marine Management Team with their planned procedures and specific risk assessments prior to arranging for LNG bunkers to be delivered.**



# Annex 1

## Peel Ports London Medway Bunker Checklist

No.	Item	For Ship	For Supplier	Remarks
1	Has the bunker vessel obtained permissions to go alongside the receiving vessel?			
2	Are fenders in place in order and that there is no metal to metal contact?			
3	Has the Berth Operator been informed that bunker operations are to take place?			
4	Is there a safe means of access between the ship, shore and bunker vessel?			
5	Is there an effective watch on board the ship receiving bunkers and the bunker vessel or shore?			
6	Are there adequate electrical insulating means in place?			
7	Are all bunker hoses in good condition, tested and appropriate for the service intended?			
8	Is fire-fighting equipment on board the receiving ship and the bunkering vessel ready for immediate use?			
9	Have effective communications been established between the ship and supplier?			
10	Has the initial line up been checked and unused bunker connections blanked and fully bolted?			
11	Is the transfer hose properly rigged and fully bolted and secured to manifolds on both the receiving ship and bunkering vessel/bowser/terminal?			
12	Are overboard valves that are connected to the cargo system, engine room bilges and bunker lines closed and sealed?			
13	Are all cargo and bunker tank lids are closed?			
14	Will all bunker tank contents be monitored at regular intervals?			
15	Is there a supply of oil spill clean up material readily available for immediate use?			
16	Are the main radio transmitter aerials earthed and are the radars switched off?			
17	Are fixed VHF/UHF transceivers and the AIS equipment on the correct power mode or switched off?			
18	Are smoking and naked light restrictions being observed?			
19	Are all external doors and ports in the accommodation closed?			
20	Have the Material Safety Data Sheets (MSDS) for the bunker transfer been exchanged where requested?			
21	Have the hazards associated with the toxic substances in the bunkers being handled been identified and understood?			
22	Has a completed copy of this check list been sent to Medway VTS?			
23	Has permission to proceed been obtained from Medway VTS prior to commencing transfer?			

**Completed Checklists are to be sent to – [AllMedwayMarineManagers@peelports.com](mailto:AllMedwayMarineManagers@peelports.com) with [Medway.Navigation@peelports.com](mailto:Medway.Navigation@peelports.com) & [GroupPortControl.ShiftManagers@peelports.com](mailto:GroupPortControl.ShiftManagers@peelports.com) in copy.**

**Page 1 Of 2**





# Peel Ports London Medway Bunker Checklist

## DECLARATION

We have completed the Check List and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that all appropriate items on the Check List will be re-checked at intervals not exceeding \_\_\_\_\_ hours.

If the status of any item changes, we will immediately inform the other party.

For Ship	For Supplier
NAME	NAME
RANK	RANK/POSITION
DATE	DATE
SIGNATURE	SIGNATURE

Type of Oil/Liquid to be Transferred:		Quantity of Oil/Liquid to be Transferred:	
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## Record of repetitive checks

Date							
Time							
Initials for Ship							
Initials for Supplier							

**Remember to inform Medway VTS on VHF Ch. 74 on completion of bunker transfer.**

Completed Checklists are to be sent to: [AllMedwayMarineManagers@peelports.com](mailto:AllMedwayMarineManagers@peelports.com) with [Medway.Navigation@peelports.com](mailto:Medway.Navigation@peelports.com) & [GroupPortControl.ShiftManagers@peelports.com](mailto:GroupPortControl.ShiftManagers@peelports.com) in copy.

**Page 2 of 2**



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