

Peel Ports London Medway Bunkering Guidelines & Requirements



Introduction

The Port of Sheerness Ltd, the Statutory Harbour Authority for the River Medway and Swale, is part of Peel Ports Group (PPG) and operates as Peel Ports London Medway. Peel Ports London Medway does not undertake bunkering operations directly and aims to ensure that all oil transfer operations conducted within the Harbour Authority Area are planned and carried out safely, in accordance with established PPG Bunkering Guidelines (Annex 2).

The objective is to minimise risk to personnel, protect the marine environment, and maintain the safe and efficient operation of the river.

For the purposes of these guidelines & requirements, the term bunker is generally applied to the petroleum products as well as alternative fuels stored in tanks, and bunkering is known as the method in which a fuel or product is transferred from one source to a vessel. This document considers bunkering for a ship-to-ship and shore-to-ship perspective.

1. Responsibilities and Compliance:

Compliance with the following requirements, or with any recommendations issued by Peel Ports, does not absolve any party of their statutory responsibilities. All persons involved in bunkering operations must continue to comply with all relevant legislation, regulations, orders, and obligations applicable to their vessel, operation, or company.

Bunker Suppliers, Owners, Managers and Operators of bunker vessels, as well as Masters of vessels receiving bunkers, **should** adhere to recognised industry guidance and established Codes of Practice, including but not limited to:

- International Safety Guide for Oil Tankers and Terminals (ISGOTT)
- Recommendations published by the International Group of P&I Clubs

These documents provide additional best-practice measures that support safe, environmentally responsible, and compliant bunkering operations within Peel Ports' jurisdiction.

2. Leisure & Recreational Vessels:

Leisure and recreational vessels refuelling within the River Medway and Swale must follow the safety instructions provided by the marina or fuel provider. Whilst leisure users are **not required to complete the Medway Bunkering Checklist**, they are expected to refuel responsibly by ensuring their vessel is secured, maintaining a watch throughout fuelling, preventing any spills, and immediately reporting any incident to the fuel provider and **Medway VTS (VHF Ch 74)**. Fuel providers and marina operators remain responsible for managing leisure refuelling in accordance with their own operating procedures, spill-response arrangements and ensuring their equipment is in suitable and safe condition.

3. Approval of Bunker Vessels:

In alignment with PPG Bunkering Guidelines (Annex 2) any vessel intending to conduct bunker operations within the River Medway or the Swale must first be approved by the Medway Marine Department. For more information on this, please contact Medway.Marine@peelports.com

4. Consent to Commence Bunkering Operations:

After completing Section 2 of the Medway Bunker Checklist and before commencing bunkering operations **you must** contact Medway VTS on VHF Channel 74 or telephone 0151 949 6148 to gain permission and provide the following:

- Name of Vessel(s) involved in the bunkering operation
- Berth/Location
- Quantity of bunkers to be transferred
- Estimated time of completion

5. Incidents

- Advice of any spill must be reported immediately to Medway VTS.
- Vessels must take all practicable steps to prevent oil entering the water and follow directions in their SOPEP.
- Berth Operators must follow their Terminal Operating Procedures and Oil Spill Response & Contingency Plan
- Peel Ports London Medway will provide support to mitigate a spill as required and in accordance with its Oil Spill Contingency Plan

6. Records

In **all** cases (see exclusions in section 2), a Medway Bunkering Checklist (Annex 1) **MUST** be completed and sent to Medway.Navigation@peelports.com & Medway.Marine@peelports.com on completion of bunker operations.

7. Audit

Peel Ports may undertake an audit of any bunkering operation and require production of records from any person undertaking fuel transfer activity in the Port.

Annex 1:

See below a link to the Peel Ports Medway Bunkering Checklist. Alternatively, print pages 5-7 of this document.

[Link to Medway Bunker Checklist](#)

Alternatively, visit “Service Information” on www.peelports.com/marine/our-ports/london-medway

Annex 2:

[Link to PPG Bunkering Guideline](#)

Alternatively, visit “Safety Information” on www.peelports.com/marine/our-ports/london-medway

Medway Bunker Checklist



This checklist must be used by all suppliers within the Medway and Swale as required by the Bunkering Guidelines & Requirements. Available at: www.peelports.com/marine/our-ports/london-medway

1. Details:

Berth/Location:		Supplier Company:	
Supplier Vessel / Vehicle Details:	(Vessel Name & IMO No or Tanker Reg)		
Receiving Vessel Name:		Receiving Vessel IMO:	
Type of Fuel/Oil:		Quantity Bunkered:	
Start Date & Time:		Finish Date & Time:	

2. Pre Operations:

If the answer to any of the below questions is NO, you must NOT PROCEED and inform Medway VTS immediately.

No.	Question:	Answer:
1	Does the vessel fully comply with all applicable international, national, and local regulations?	Y / N
2	Has the Berth Operator been informed that bunker operations are to take place?	Y / N
3	Is there a safe means of access between the ship, shore and bunker vessel?	Y / N
4	Are fenders in good order?	Y / N
5	Have you ensured there is no metal-to-metal contact?	Y / N
6	Has the bunkering plan been completed, agreed, and communicated to all relevant personnel?	Y / N
7	Are scuppers effectively plugged and drip trays positioned at all bunker connections, as required under MARPOL Annex I?	Y / N
8	Are bunker hoses, couplings, and gaskets in good condition, properly secured, and suitable for the intended transfer?	Y / N
9	Have emergency stop procedures, including shutdown signals, been agreed and are they immediately operable?	Y / N
10	Is spill response equipment available on deck and ready for immediate use in accordance with the vessel's SOPEP?	Y / N
11	Are fire-fighting appliances positioned, ready for immediate use, and all hot works prohibited during bunkering operations?	Y / N
12	Have the correct bunker tanks been identified and all valves correctly set in accordance with the bunkering plan?	Y / N
13	Are fixed VHF/UHF transceivers and the AIS equipment on the correct power mode or switched off?	Y / N
14	Have you informed VTS prior to commencing bunker operations?	Y / N

Medway Bunker Checklist



4. Post Operations

You must inform Medway VTS (VHF 74) that bunkering operations have completed.

No.	Question:	Answer:
1	Have you informed Medway VTS that bunkering operations are complete?	Y / N
2	Was bunkering completed without any spill, leakage or pollution incident?	Y / N
3	Has the operational area been left in a safe and environmentally clean condition?	Y / N
4	Were hoses disconnected, blanked and secured in a safe and controlled manner?	Y / N

Spill / Incident Declaration:

- No spill or pollution observed
- Spill occurred (details below)

Details/Actions Taken (if applicable):

5. Declaration:

<u>1) Supplier Vessel/Road Tanker:</u>		<u>2) Receiving Vessel:</u>	
<u>Signed:</u>		<u>Signed:</u>	
<u>Name:</u>		<u>Name:</u>	
<u>Date & Time:</u>		<u>Date & Time:</u>	

THIS COMPLETED CHECKLIST MUST BE SENT TO

Medway.Navigation@peelports.com & Medway.Marine@peelports.com